

Issues Relating to Office of the State Fire Marshal

June 2002

Public Safety Matters
Evaluation Committee

Indiana Legislative Services Agency

Legislative Evaluation and Oversight

The Office of Fiscal and Management Analysis is a Division within the Legislative Services Agency that performs fiscal, budgetary and management analysis. Within this office teams of program analysts evaluate state agency programs and activities as set forth in IC 2-5-21.

The goal of Legislative Evaluation and Oversight is to improve the legislative decision-making process and, ultimately, state government operations by providing information about the performance of state agencies and programs through evaluation.

The evaluation teams prepare reports for the Legislative Council in accordance with IC 2-5-21-10(c). The published reports describe state programs, analyze management problems, evaluate outcomes, and include other items as directed by the Legislative Evaluation and Oversight Policy Subcommittee of the Legislative Council. The report is used by an evaluation committee to determine the need for legislative action.

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Preface

Each year, the Legislative Services Agency prepares reports for the Legislative Council in accordance with IC 2-5-21. In accordance with Legislative Council Resolution 01-07, this report concerns issues relating to the Office of the State Fire Marshal. It has been prepared for use by the Public Safety Matters Evaluation Committee.

We gratefully acknowledge all those who assisted in the preparation of this report.

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Summary

The Legislative Council directed the Legislative Services Agency to evaluate the Office of the State Fire Marshal (OSFM). This review was completed by examining the statutory responsibilities of both the State Fire Marshal and the OSFM. In addition, several related agencies were reviewed because of the interconnections between them and the OSFM. The interconnections have led to a confusing web of relationships, and the organizational structures surrounding the OSFM were examined to clarify the lines of responsibility.

The budget of the Department of Fire and Building Services (DFBS) was examined because the OSFM is not separately budgeted. The review of the revenues showed that most revenues come from fees for service, particularly plan review; a one-half percent tax on fire insurance; and from federal funds. The OSFM budget was estimated at \$3.2 M annually, but the estimate included funding of computer upgrades that may not be repeated for some time. A review of salary information indicated that the OSFM employs about 57 individuals at an annual salary of \$1.6 M.

Six primary areas of OSFM responsibility were reviewed including (1) building plan review, (2) fire safety inspection, (3) firefighter training, (4) arson investigation, (5) fire incident data collection, and (6) hazardous materials incidents response. For each responsibility, the statutory requirements and actual practice were reviewed, operating statistics provided by the OSFM and developed for this report were analyzed, local fire departments were asked to comment, and a survey of surrounding states was made.

Overall, the results were inconclusive, but seem to indicate that the OSFM has not fully complied with statutory requirements. In some cases, it appears that poor data management in a decentralized office structure provides inconclusive evidence of the effective use of resources. In other cases, it appears that the responsibilities of the OSFM have changed as the result of changing technology and environment or because of the combination of the OSFM with other organizations with similar functions. In all, the evaluation of information collected for this report about these areas of responsibility indicates that there are four issues that may be of interest to the Legislature for further guidance or clarification including the interconnection of agencies, the lack of data, the use of outside resources, and the disconnect between actual practice and statute.

Introduction

Legislative Council Resolution 00-7 directed the Legislative Services Agency (LSA), under the supervision of the Council's Legislative Evaluation and Oversight Policy Subcommittee, to conduct an evaluation of the Office of the State Fire Marshal (OSFM). The Legislative Council reaffirmed its interest in completion of the evaluation in Legislative Council Resolution 01-09. The OSFM and the State Fire Marshal have wide-ranging responsibilities from inspections and investigations to firefighter training and data collection. The Legislative Council did not specify issues to be addressed by the LSA evaluation.



Purpose of the Report

According to Indiana law, the primary purpose of an LSA performance audit is to examine the effectiveness and efficiency of an agency. Some of the OSFM responsibilities lend themselves to this sort of performance review more than others. In order to prepare this report, the OSFM was provided a table with its various statutory responsibilities listed by category. (See Appendix I for a copy of the list). The OSFM was asked to provide five years of data for each measurable responsibility. The OSFM was unable to provide consistent information for the five-year period of review.

With historic data unavailable from the OSFM, the report was delayed a year to receive information from the new OSFM computerized system.

Source Data

Subsequently, the evaluation was delayed a year to receive data from a new computerized system adopted by the OSFM. The OSFM offered to provide information for the last two quarters of calendar year 2001 and the first two quarters of calendar year 2002, because the historical information was unavailable. The deadline for this evaluation and the time of submission of data by the OSFM did not allow for the final quarter's data to be incorporated into the findings. Even if a full year of data had been available, conclusions could not be drawn from such time-limited information. Also, the data in the computer system did not provide all the detailed information needed to complete the evaluation. To supplement the data, interviews were conducted with local fire departments, national databases were reviewed, and other states' fire marshals were contacted.

Areas of Responsibility

The OSFM is structured around six primary areas of responsibility. One way to view the statutory duties of the OSFM and the State Fire Marshal is that they cover every aspect of the fire life of a building. According to statute, the OSFM considers the construction of the facility, reevaluates the facility on an annual or periodic basis with inspections, prepares fire personnel to deal with a possible fire emergency, and then investigates a fire occurring at the facility

and retains information about the fire to improve fire safety knowledge. To these statutory duties, the OSFM has added hazardous material response and training. The evaluation of information collected for this report about these areas of responsibility indicates that there are four issues that may be of interest to the Legislature for further guidance or clarification.

The OSFM has six primary areas of responsibility: building plan design release; fire safety inspections; firefighter training; arson investigation; data collection; and hazardous materials response.

Overlap of Responsibility

The first among these issues is the overlap of responsibilities between the OSFM and its sister agencies and between the State Fire Marshal and other officials in these agencies. These overlaps cause confusion about the lines of responsibility because there are only shades of difference between the responsibilities of these boards, agencies, and officials

and the OSFM or the Fire Marshal. A review of the minutes of the boards indicates that the same or nearly the same topic is discussed, in many cases.

The evaluation identified four areas in which the Legislature may wish to provide guidance or clarification: overlapping responsibilities between the OSFM and other agencies; lack of data collection; and inefficient use of statutory resources.

New agencies and oversight boards created by statute have been assigned duties similar to the OSFM, which accounts for some of the overlap. Some overlap has resulted from executive orders expanding certain job descriptions and combining agencies in new relationships, as well as from the OSFM undertaking duties not directly assigned by statute or executive order. The

executive orders which connect the agencies have never been codified in statute, exist for a limited time, and must be renewed to continue the structures envisioned in them. Additionally, the overlapping of responsibilities has inherent inefficiencies which will be explored in this evaluation through consideration of the organizational structure of the OSFM and its surrounding entities, and with review of the responsibilities of the OSFM and the various related boards and agencies.

Lack of Information

The OSFM does not have information available that would allow evaluation of its performance in terms of its statutory responsibilities. To illustrate, data collection about fire and fire prevention activities is one of the OSFM's statutory duties, and assistance in collection of fire incident data is among the statutory responsibilities assigned the OSFM parent agency, the Department of Fire and Building Services (DFBS). The lack of information brings into question how the OSFM management is able to determine the effectiveness and efficiency of the present organizational structure or the assignment of their personnel. Limitations on the information available is discussed throughout the section reviewing the duties of the OSFM.

Effectiveness and Efficiency

In statute, the OSFM and local entities are both given authority to perform certain functions and the OSFM is given the authority to use local fire departments to carry out its duties. Although training and capacity may have to be addressed, the OSFM may be able to use some local fire departments to more effectively and efficiently carry out programs, especially of inspection. Two specific areas where the local fire departments and the OSFM have similar authority and perform similar functions are discussed in more detail as the responsibilities of the OSFM are reviewed.

Statutory Responsibility

The OSFM inspection requirements are spread throughout the statute, making a comprehensive view of the OSFM responsibilities difficult. As a result, the OSFM may have conflicting assignments, both in terms of the requirements of the responsibility and the timing of when the duty must be performed. Moreover, the OSFM has added responsibilities due to changes in technology or environment, such as hazardous materials response, that are not specifically mentioned in statute. These are discussed in more detail in the evaluation of the OSFM performance.

The History of the State Fire Marshal and the Office of the State Fire Marshal

The OSFM was established as a distinct agency by the Indiana General Assembly in 1913 with the passage of Acts 1913, C. 192. The State Fire Marshal, according to the originating Act, enforced all state laws and some city or town ordinances pertaining to the "prevention of fires, the storage, sale and use of combustibles and explosives; the installation and maintenance of automatic or other fire alarm systems and fire extinguishing equipment; the suppression of arson, and the investigation of fires."

In 1913, the OSFM was established in statute. Included in the responsibilities of the originating act were many of the same responsibilities assigned the OSFM today.

Original Duties

Fire chiefs from cities, towns, or unincorporated areas were assistants to the State Fire Marshal and were required to investigate fires in this capacity. Among the specific duties enumerated in the 1913 act, the State Fire Marshal was responsible for making rules regarding volatile materials, investigation of the origin or circumstance of all fires, inspection of all buildings and dwellings, monthly fire drills at public and private educational institutions, and keeping records on all fires occurring in the State including their cause and the value of the loss. The State Fire Marshal was required to make an annual report to the Governor on the proceedings of the OSFM under the act, conveying any statistics deemed to be of interest and recommending amendments to the Indiana Code to improve fire safety.

Changes in OSFM

Today, the OSFM is organizationally part of the Department of Fire and Building Services (the DFBS), but many of the responsibilities established in the original legislation are still required of the OSFM. Even though the responsibilities of the OSFM have remained fairly consistent over time, the organizational structure of the OSFM has changed greatly. In statute and through executive orders, a web of interconnected agencies, boards, and funds has developed. The changes are discussed in more detail below along with some of reasons for the current structure.



The Organizational Structure of the Office of Fire Marshal and Related Agencies

The most significant changes to the OSFM occurred as a result of overlapping responsibilities for policy making, particularly in the area of construction and building fire safety standards.

The Origin of the Department of Fire and Building Safety

In 1913, along with the OSFM, the State Fire Prevention Commission (SFPC) was established to supervise the operations of the OSFM. Both agencies were given authority to adopt fire code until 1973, when the enabling statutes for the OSFM and SFPC were amended by P.L. 243. In 1973, the act restructured the relationship so that the OSFM became responsible for enforcing the SFPC's rules and regulations.¹ The SFPC was given the power to "adopt and promulgate rules and regulations for the safeguarding of life and property from the hazards of fire and explosion." Also, the act specified that the State Fire Marshal was to review and approve...

¹Indiana Legislative Services Agency, Office of Fiscal Management and Analysis, *Sunset Performance Audit of Public Safety Agencies and Programs*, March 1983.

plans and specifications of all new and renovated public buildings for compliance with fire safety standards where the State Fire Prevention Commission determines that a review by the State Fire Marshal would contribute materially to the safety of the public. (IC 22-11-5-6)

Administrative Building Council

In 1923, an agency called the Administrative Building Council (ABC) was established in law as an advisory body to entities making rules on building construction and safety. In 1945, the ABC was recreated with greater authority, but plan review responsibilities remained with the OSFM, the Department of Health, and the Department of Labor. An interim committee established in 1967-1968 to study the ABC, found that the efforts of various agencies with jurisdiction ensuring the safe and sanitary conditions of buildings overlapped. As a result of these findings, the ABC was once again restructured and given superior rule-making authority with regard to building safety. Additionally, the Office of State Building Commissioner (OSBC) was established with authority to research, administer, and enforce building rules. The legislation redefined the OSFM authority for building regulation, giving the ABC preeminence.

The State Fire Prevention Commission and the Administrative Building Council gave way to the Fire and Building Safety Commission.

Consolidation Begins

In 1983, the Sunset Performance Audit of Public Safety Agencies and Programs found an ongoing problem of duplication and lack of coordination in the enforcement of building and fire safety code

In 1984, the OSFM and the Office of the State Building Commissioner were consolidated into the Department of Fire and Building Safety.

because the ABC had given up its authority over fire code after clashes and negotiation with the SFPC. In consideration of the issues highlighted in the audit, the General Assembly integrated the OSFM, the OSBC, the Boiler and Vessel Board, and the Bureau of Elevator Safety into a single Department of Fire and Building Services (DFBS), and reorganized the SFPC into the Fire and Building Safety Commission (the Commission). The Commission, which consolidated building safety rule making, was charged with promulgating rules in accordance with standard safety practices as embodied in widely recognized standards and codes of good practice for fire prevention and fire protection, just as the SFPC had previously been charged.

Recodification

All of the laws regarding the OSFM and its related agencies were recodified in P.L. 245-1987. In this legislation, the current configuration of the DFBS and the Commission was

settled. In particular, the statute indicated that any power of the OSFM or the OSBC to adopt rules would be exercised by the Commission.

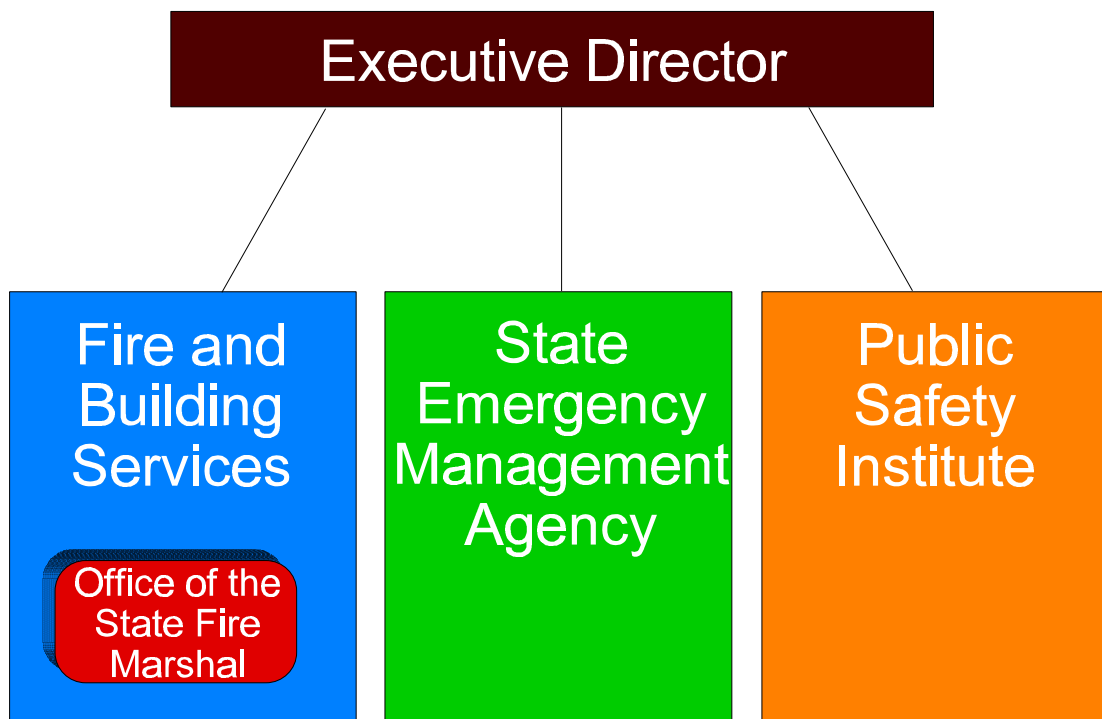
The State Emergency Management Agency Relationship

In 1997, by Executive Order 97-25, the DFBS and the State Emergency Management Agency (SEMA) were unified under the same executive director to provide budgetary savings and promote common solutions to issues which may confront them. SEMA is responsible for preparing and maintaining a State Emergency Operations Plan for prevention and minimization of injury and damage caused by disaster including recommendations for zoning, building, and other land use controls. The SEMA is responsible for preparation and distribution of State catalogs of federal, state, and private assistance programs to State and local officials, and for the coordination of federal, state, and local disaster activities. In addition, the SEMA has oversight of Emergency Medical Services (EMS) including the training of EMS providers. (IC 10-8-2)

The Relationship to the Public Safety Institute

In 1990, the Public Safety Institute (known as PSTI for Public Safety Training Institute) was established along with the Public Safety Training Board (PSTB). The PSTI develops and provides for public safety service providers training programs that are more advanced than the basic training required for entry level into a provider's position. The PSTI offers training for emergency management, emergency medical services, fire services, and hazardous materials. In addition, PSTI maintains certification records for firefighters and EMS providers. The PSTB was created in statute to establish and conduct advanced programs in public safety and carry out provisions of the Code regarding the PSTI (IC 5-2-10.5). The Executive Director of the DFBS is a member of the PSTB by appointment of statute and the Executive Director was elected and serves as the executive director of the PSTI by vote of the board. Exhibit 1 details the relationship among the three agencies and the OSFM.

Exhibit 1. The Relationship Among the Agencies Related to the Office of the State Fire Marshal.

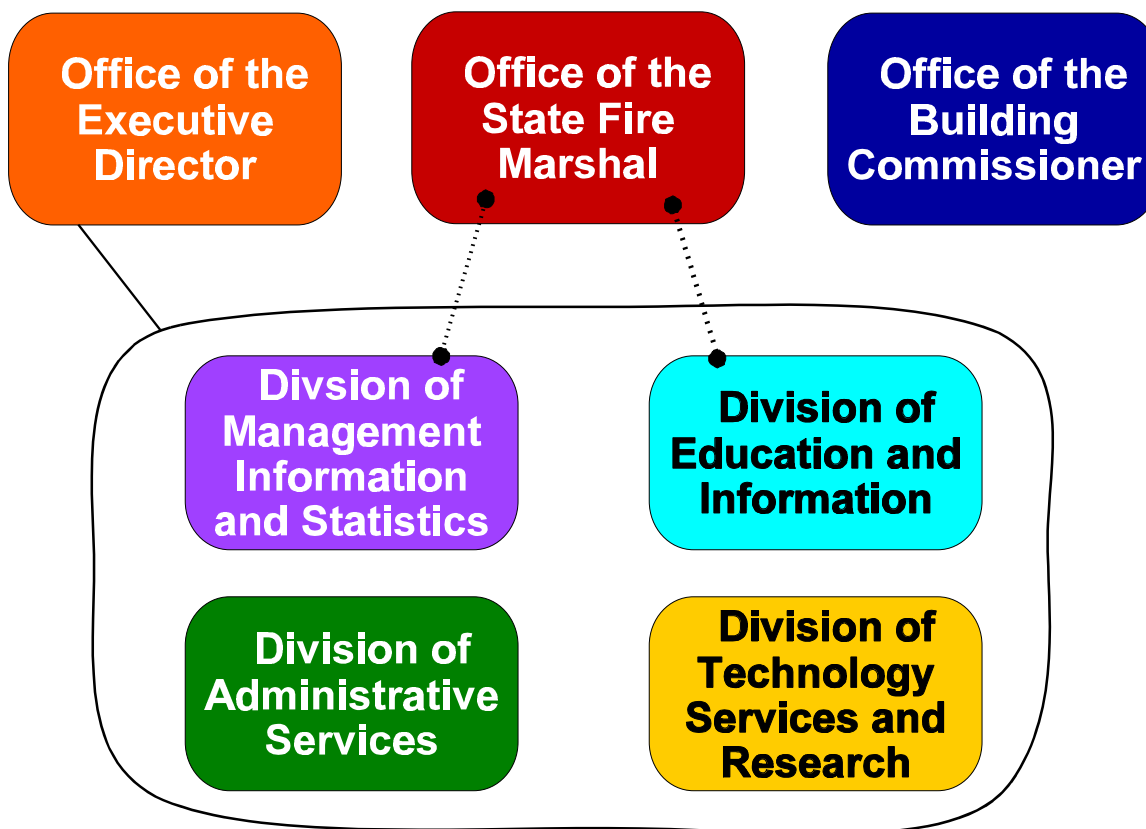


Source: Office of State Fire Marshal

Organizational Structure of the Department of Fire and Building Safety

The Indiana Code divides the DFBS into seven divisions: Office of the Executive Director, Division of Administrative Services, Division of Education and Information, Division of Technology Services and Research, Division of Management Information and Statistics, Office of the State Building Commissioner (OSBC), and Office of the State Fire Marshal, as seen in [Exhibit 2](#). The Executive Director is the administrator of the DFBS and the secretary of the Commission, but may not perform any duties assigned by statute to the State Fire Marshal or the State Building Commissioner (IC 22-12-5). The statutory responsibilities of two divisions within the DFBS having a direct relationship to the OSFM are described below.

Exhibit 2. The Department of Fire and Building Services Organization.



Source: IC 22-12-5-1

The Division of Management Information and Statistics is required to use internal and external data collection systems and automatic data processing technology and equipment to develop and maintain, in cooperation with the OSFM, a statewide fire incident reporting system compatible with nationally recognized fire data collection and reporting systems. Also, the Division is required to maintain all files, records, and archives required for departmental operations or required by statute and establish the capacity to exchange information with other information systems in the field of building and fire safety regulation. (IC 22-12-5-5)

The Division of Education and Information's responsibilities include the development and administration of continuing education curricula and progressive courses in the administration and technology of building safety and training programs for personnel at the State and local levels who are engaged in or responsible for building safety. Also, this division is charged with establishing and administering of qualification and proficiency testing programs and public information on fire and building safety matters. The responsibilities of the Education and Information Division were not designed to prohibit the OSFM from conducting training programs concerning firefighting and fire safety inspections

(IC 22-12-5-6).

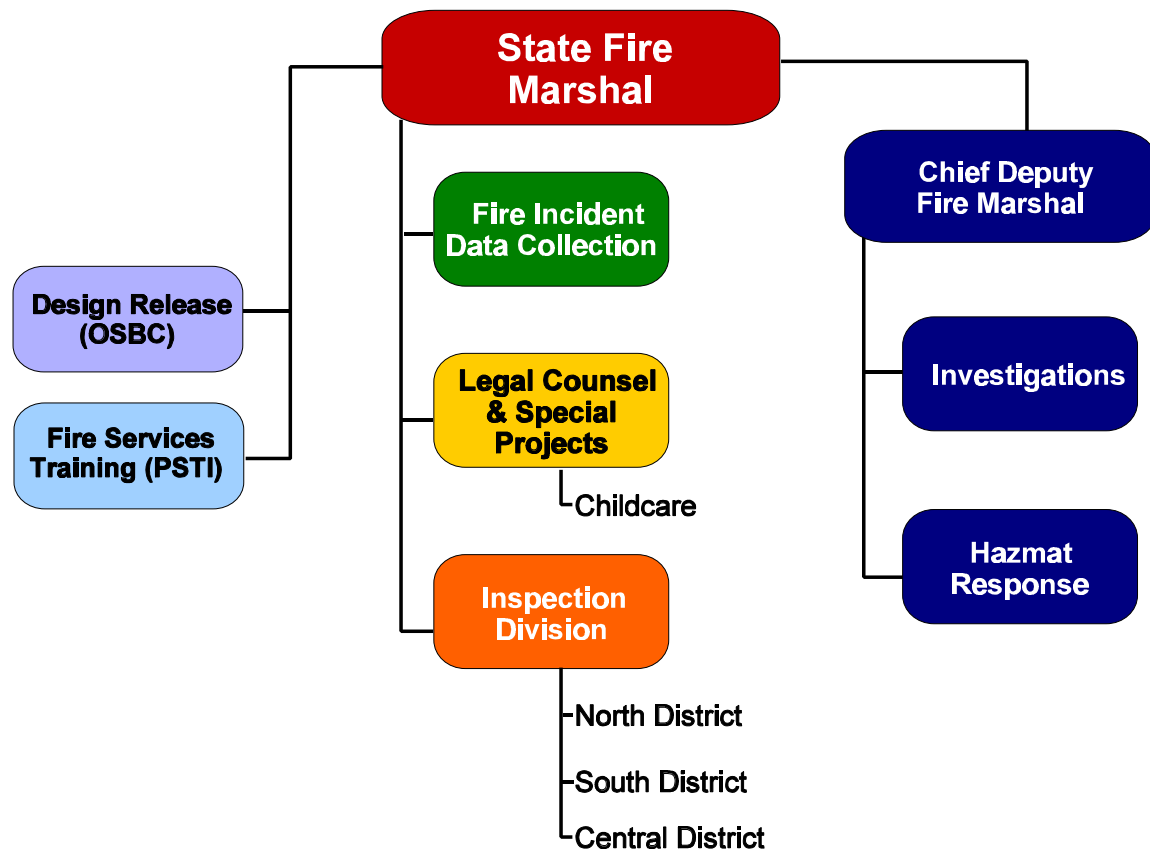
Organizational Structure of the Office of the State Fire Marshal

According to statute, the State Fire Marshal is responsible for the organization of personnel within the OSFM and may appoint as many deputy fire marshals as required to perform the duties of the OSFM. The statute enumerates certain deputy positions that the State Fire Marshal is required to appoint, including a chief deputy, who in the absence of the State Fire Marshal may exercise the fire marshal's responsibilities; a deputy fire marshal to supervise inspection responsibilities; a deputy fire marshal to supervise all fire and criminal investigation responsibilities; and a deputy fire marshal to supervise all educational responsibilities of the OSFM.



The configuration of the OSFM is illustrated in [Exhibit 3](#). (See Appendix II for the DFBS's published organizational chart.) In this chart, two units report to the Chief Deputy State Fire Marshal: hazardous materials response and investigations. The Inspection Division is divided by region with a special unit for inspections at childcare facilities. The regional inspection chief reports directly to the State Fire Marshal, and the childcare unit reports to the legal counsel who reports to the Fire Marshal. The legal counsel also directs special projects for the OSFM. The OSFM is responsible for plan review, but shares the employees responsible for plan review with the OSBC. The Fire Services Training Unit is part of PSTI, but reports to the Fire Marshal through the Chief Deputy State Fire Marshal.

Exhibit 3. The Organizational Structure of the Office of the State Fire Marshal.



Source: OSFM

The State staffing report indicates that there are four primary divisions within the OSFM: Executive, Fire Inspection, Arson Investigation, and Hazardous Materials Investigation. About 57 personnel report to the State Fire Marshal, but this count does not include the positions that are shared between the OSFM and the OSBC for design release, positions reporting to the Fire Marshal from PSTI, or vacant positions.² The regional maps for the various divisions of the OSFM serving the State are presented in Appendix III. Descriptions of each division follows.

²State of Indiana HRM Detail Staffing Report Position and Employee Total, January 2, 2002.

✓ **The Fire Inspection Division** is comprised of a division director, three subdivision supervisors, and 20 field inspectors. There are three regional areas: North, South, and Central. The division is responsible for inspection of all buildings except one- and two-family dwellings for compliance with fire safety regulations. In addition, a separate division comprised of five inspectors provides fire safety inspections of childcare service providers.³

✓ **The Investigation Division** is comprised of a chief investigator, two assistant chiefs, and eight field investigators. The division investigates the causes and origins of fires and conducts arson investigations statewide.

✓ **The Hazardous Materials Division** is comprised of a director and three field staff who are assigned to cover three geographic regions. This division is responsible for assisting communities in responding to a range of potential biological or chemical threats. In addition to responding to hazardous materials emergencies, the division offers training to local emergency response agencies.

Duties of the Office of State Fire Marshal and the State Fire Marshal

The Indiana Code provides that the OSFM is responsible for enforcing all fire safety laws and related variances and protecting the public from fire hazard. To carry out the Office's responsibilities, the State Fire Marshal and deputy fire marshals have been given the powers of a law enforcement officer to prevent fires and conduct arson investigations and may enter and inspect any property during reasonable hours. The State Fire Marshal or deputy fire marshals may direct a local fire department to assist in carrying out the OSFM's duties. The OSFM must coordinate its enforcement program with the enforcement program conducted by the Office of the State Building Commissioner (IC 22-14-2). The responsibilities of the OSFM designated under current law include:

1. Annual or periodic inspection of government-owned facilities, public places, and residential settings.
2. Issue permits for retail firework sales, amusement and entertainment places, and explosive magazines.
3. Investigate the cause and circumstance of any fire and complaints received by the OSFM.

³Two inspectors were hired in the first quarter of 2002.

4. Review and approve for design release any plans for compliance with the fire safety laws.
5. Train volunteer fire department personnel and provide training programs for local fire departments.
6. Provide public information concerning fire prevention, receive reports from local units, insurers, and physicians and hospitals, and maintain a statewide fire incident reporting system in cooperation with the Management Information and Statistics Division.

In addition, by appointment of law, the State Fire Marshal is assigned to policy and fund boards, or is the administrator of funds. In many cases, another officer of the DFBS or a related agency is appointed by law to the same board or fund. The boards and funds are shown in Exhibit 4.

Exhibit 4. Statutory Appointments of the State Fire Marshal to Policy and Fund Boards and Other DFBS-Related Statutory Appointments.

Boards:

1. Fire Prevention and Building Safety Commission

- | | |
|-------------------------|--|
| <i>Purpose</i> | <ul style="list-style-type: none"> • Adopt statewide code of fire safety and building laws • Approve county building code ordinances and variances |
| <i>Assignment</i> | <ul style="list-style-type: none"> • Nonvoting member • Casts deciding vote in case of tie in even-numbered years |
| <i>Other Appointees</i> | <ul style="list-style-type: none"> • State Building Commissioner - nonvoting • Executive Director - secretary |

2. Public Safety Training Board

- | | |
|-------------------------|--|
| <i>Purpose</i> | <ul style="list-style-type: none"> • Establish and conduct advanced programs in public safety |
| <i>Assignment</i> | <ul style="list-style-type: none"> • Voting member |
| <i>Other Appointees</i> | <ul style="list-style-type: none"> • Executive Director, DFBS • Chair, Education Board • Director, SEMA |

3. Emergency Response Commission

- | | |
|----------------|---|
| <i>Purpose</i> | <ul style="list-style-type: none"> • Encourage emergency planning efforts • Provide information concerning potential chemical hazards • Assist in complying with the federal Superfund Amendments and Reauthorization Act • Design and supervise the operation of emergency planning districts • Gather and distribute information needed for effective emergency response planning • Receive 10% of the funds from the Emergency Planning and Right to Know Fund |
|----------------|---|

Assignment • Voting member

Other Appointees • Director, SEMA

4. Board of Firefighting Personnel Standards and Education, (the Education Board)

Purpose • Review aptitude tests submitted by appointing authorities
• Certify training and educational programs and instructors
• Research and receive grants to fund research

Assignment • Voting member;
• Provides facilities and staff

Other Appointees • Executive Director, PSTI

5. Interagency Groundwater Task Force

Purpose • Study groundwater contamination
• Coordinate efforts among the agencies to address groundwater pollution problems
• Coordinate the implementation of the Indiana Groundwater Quality Protection and Management Strategy
• Develop policies to prevent groundwater pollution

Assignment • Voting member
• Provides support staff

Other Appointees • No other DFBS-related appointment by statute

6. Board for the Coordination of Child Care Regulation

Purpose • Study the laws governing the regulation of child care
• Make recommendations to the General Assembly concerning potential changes in the law

Assignment • Voting member

Other Appointees • No other DFBS-related appointment by statute

Funds:**7. The Indiana Emergency Management, Fire and Building Services, and Public Safety Foundation (the Foundation)**

<i>Purpose</i>	<ul style="list-style-type: none">• Administer and expend four funds: Emergency Management; Fire Services; Building Services; Emergency Medical Services; and Stewardship• Receive money from "Safety First" license plate fees with the split of revenues among the funds being 22.5%, 22.5%, 22.5%, 22.5%, and 10% respectively
<i>Assignment</i>	<ul style="list-style-type: none">• Voting member
<i>Other Appointees</i>	<ul style="list-style-type: none">• Executive Director• State Building Commissioner

8. The Statewide Arson Investigation Assistance Fund

<i>Purpose</i>	<ul style="list-style-type: none">• Provide money to prosecutors, local police departments, arson task forces, and fire departments with arson investigation units• Receive money from gifts or grants arranged by the Fire Marshal, the Building Commissioner, and the Executive Director, and from funds allocated by the Executive Director
<i>Assignment</i>	<ul style="list-style-type: none">• Distributes funds under the direction of the Fire Prevention and Building Safety Commission and the Commissioner of Insurance.
<i>Other Appointees</i>	<ul style="list-style-type: none">• No other DFBS-related appointment by statute

9. The Firefighting and Emergency Equipment Revolving Fund

<i>Purpose</i>	<ul style="list-style-type: none">• Provide loans for local fire departments to purchase equipment• Receive appropriations from the Legislature and transfers from the Fire Prevention and Building Safety Fund.
<i>Assignment</i>	<ul style="list-style-type: none">• Administers fund as directed by the Fire Prevention and Building Safety Commission
<i>Other Appointees</i>	<ul style="list-style-type: none">• No other DFBS-related appointment by statute

10. The Fire and Building Safety Education Fund

<i>Purpose</i>	<ul style="list-style-type: none">• Assist local fire and police departments to educate and train safety personnel• Sponsor Fire Marshal conferences• Receive \$5 of the fees for design release (proposed administrative rules would increase the amount to \$12)
<i>Assignment</i>	<ul style="list-style-type: none">• Administers the fund as directed by the Fire Prevention and Building Safety Commission
<i>Other Appointees</i>	<ul style="list-style-type: none">• Funds are distributed by the Education and Information Office in the DFBS

11. The Underground Petroleum Storage Tank Excess Liability Trust Fund

<i>Purpose</i>	<ul style="list-style-type: none">• Provide consultation on alternative means of administering the fund in a cost effective and efficient manner and receive reports on the financial condition of the fund• Receive funds from grants made by the United States Environmental Protection Agency, costs recovered in the clean up of the release of petroleum, appropriations of the Legislature, gifts or donations, and revenues from the Underground Petroleum Storage Tank Registration Fee
<i>Assignment</i>	<ul style="list-style-type: none">• Member• Inspections certification of Underground Storage Tanks
<i>Other Appointees</i>	<ul style="list-style-type: none">• No other DFBS-related appointment by statute

12. The Underground Storage Tank Certification Program.

<i>Purpose</i>	<ul style="list-style-type: none">• Certify persons who supervise, manage, or direct underground storage tanks
<i>Assignment</i>	<ul style="list-style-type: none">• Assesses a reasonable fee (currently set at \$25 in the administrative rules)
<i>Other Appointees</i>	<ul style="list-style-type: none">• No other DFBS-related appointment by statute

Mission Statement of the OSFM

A mission statement is the vision of the organization that management strives to develop. Usually, a mission statement encompasses the purpose for which the organization exists and states the reason in simple terms. The OSFM website contains the following mission statement:

We commit ourselves to ensuring the safety of the public. To that end, we will provide service and conduct business efficiently, honestly, cordially, ethically and in an atmosphere of mutual cooperation and trust.

Office of the State Fire Marshal Budget

The appropriation for the OSFM is not separated from the rest of the DFBS. The Executive Director allocates the appropriations for operating expenses other than personnel among the divisions of DFBS, but the personnel costs remain unallocated. Because the budget of the OSFM is so closely related to the budget of the DFBS, the departmental budget is examined in this section.

Fire and Building Services Fund

Departmental expenditures are paid from the Fire and Building Services Fund (the Fund), which was created according to statute to pay for the personal services, other operating expenses, and capital outlay of the DFBS, the Board of Firefighting Personnel Standards and Education, the Boiler and Pressure Vessel Rules Board, and the Fire Prevention and Building Safety Commission.⁴ The Fund revenues for DFBS, shown in Table 2, are derived primarily from fees for the services provided by the DFBS, such as fire and building code inspections, design releases, and permits.⁵ Other revenue sources include the sale of public property and a ½% tax on gross fire insurance policy premiums. The Fire Insurance Policy Premium Tax is collected by the Department of Insurance and transferred on March 2 to the Fund. In addition, the Fund receives federal funds through the Family and Social Services Administration (FSSA) to defray the costs of inspectors performing childcare center inspections.

The OSFM expenditures are appropriated within the DFBS budget and funded with dollars from the Fire and Building Services

Fee Revenues of the Fund

As seen in Exhibit 5, fee revenues for the DFBS have remained fairly constant with an average rate of change during the five-year period of -0.3%. The departmental fees are primarily set by administrative rules; however, the fees for regulated lifting devices and boiler and pressure vessel inspection are set in statute.⁶ The administrative rules process to increase fees for built-site construction, industrialized building systems and mobile structure systems, and amusement devices was recently initiated according to the

In 2001, revenues to the Fund from DFBS activities were \$8.2 M and expenditures were \$8.9 M.

⁴The Fund also receives revenues and pays for the expenditures of the PSTI. However, the PSTI revenues and expenditures are separately identified in the State accounting records. SEMA is funded with State General Fund and any federal emergency management funds for which the State qualifies. Federal funds received by SEMA are deposited in the State General Fund.

In this report, the revenues of the Fund apply only to the DFBS's activity. Funds for Underground Storage Tanks and Fire and Building Safety Education are appropriated along with DFBS and the Firefighting and Emergency Equipment Revolving Loan Fund in the biennial budget act under the section for the Department of Fire and Building Services. The expenditures and appropriations identified in this report include these additional accounts.

⁵In 1996, the inspection fees for fireworks display, fireworks retail stand, and explosive magazine permits were reduced to \$0 by administrative rule.

⁶P.L. 119 of 2002 (SEA 488) allows the fee rates for regulated lifting devices and boiler and pressure vessel inspection to be set by the Commission.

November 1, 2001, Indiana Register. The increase in revenue would help to offset the increase in expenditures that the DFBS has experienced.

Exhibit 5. Revenues of the Fire and Building Services Fund.

	FY 1997	FY 1998	FY 1999	FY 2000	FY 2001
Boiler and Pressure Vessel	\$423,886	\$420,638	\$419,188	\$357,498	\$372,292
Amusement and Entertainment Permits	179,456	186,445	172,296	150,579	123,485
Code Enforcement Division and Industrial Building Systems	211,025	345,827	349,190	176,120	286,200
Construction Design Release and Variance Fees	3,963,491	4,316,164	4,384,556	4,387,196	3,737,792
Construction Inspection Fees	54,796	72,997	46,765	60,100	51,194
Fireworks Permits	155,020	179,000	181,000	167,000	183,100
Regulated Lifting Devices and Regulated Amusement Device Permits	1,109,884	737,590	713,519	723,314	785,962
Insurance Tax	1,806,420	1,938,490	1,725,385	1,983,713	2,140,084
Individual Support	15,850	20,034	124,906	27,375	146,672
Examination Fees					100
Sale of Public Property	110,361	298,098	298,573	254,035	176,004
Federal Revenues	276,928	306,511	322,542	376,743	213,446
Miscellaneous	18,573	14,495	213,564	4,365	1,883
Registration Fees	<u>(2,620)</u>	<u>(2,014)</u>	<u>(2,302)</u>	<u>(4,788)</u>	<u>(3,279)</u>
Total Revenues	\$8,323,070	\$8,834,275	\$8,949,182	\$8,663,250	\$8,214,935
% Change in Revenues		6.14%	1.30%	-3.20%	-5.17%

Deficits in the Fund

Exhibit 6 shows the appropriations, expenditures, and revenues of the Fund for Fire and Building Services. In FY 1999, expenditures exceeded appropriations by \$3.2 M because expenditures were made for computer upgrades and Y2K initiatives. The computer upgrades and Y2K initiatives cost \$3.9 M. Subtracting this amount from the total shortfall of \$4.0 M, a deficit for other operating expenditures of about \$100,000 can be calculated. Since FY 1999, the revenues have been insufficient to meet expenditures, and the deficit has grown to over \$600,000 a year. These deficits and the cost of the computer upgrades were paid from the Fund's prior years' balance.

Exhibit 6. Appropriations, Expenditures, and Revenues of the Fire and Building Services Fund.

	FY 1997	FY1998	FY 1999	FY 2000	FY 2001
Fire and Building Services Fund Appropriation	\$8,037,942	\$9,735,252	\$9,749,795	\$9,098,921	\$9,098,921
Expenditures (Actual)	6,991,466	7,936,857	12,994,063	9,292,255	8,912,095
Appropriations Less Expenditure	1,046,476	1,798,395	(3,244,268)	(193,334)	186,826
Fire and Building Services Fund Revenues (Actual)	8,323,070	8,834,275	8,949,182	8,663,250	8,214,935
Surplus (Deficit)	1,331,604	897,418	(4,044,881)	(629,005)	(697,160)

% Change in Appropriation		21.1%	0.1%	-6.7%	0.0%
% Change in Expenditures		13.5%	63.7%	-28.5%	-4.1%
% Change in Revenues		6.1%	1.3%	-3.2%	-5.2%

Estimated Expenditures of the OSFM

Exhibit 7 shows the estimated expenditures for the OSFM developed for this analysis based on information from the DFBS on allocation of operating costs other than personnel and the allocation of personnel costs based on the State staffing tables. On average over the five-year period, the total expenditures by the Fund for the OSFM were estimated at \$3.2 M per year. The average annual increase in expenditures between FY1997 and FY2001 was 15.5%. However, this estimation is limited by the allocations made. The DFBS allocates 50.1% of the appropriation for operating costs other than personnel to the OSFM. This allocation percentage was used to divide the actual operating expenses. Additionally, the total personnel costs including payroll, benefits, and taxes were allocated to the OSFM using the percentage calculated by analysis of the salaries alone. The shortcomings of this method are: (1) computer upgrade costs may have been inappropriately allocated to the OSFM; (2) some positions cannot be assigned to a particular division of the DFBS; and (3) benefits and taxes may not correspond to the salary incrementation. A review of salaries is discussed below.

Exhibit 7. Estimated Expenditures of the OSFM.

Cost	FY 1997	FY1998	FY 1999	FY 2000	FY 2001	Average
Payroll, Benefits, Taxes	\$1,771,378	\$1,921,560	\$1,989,056	\$2,125,913	\$2,150,622	\$1,991,706
Other Operating	598,393	837,011	2,968,381	801,164	978,029	1,236,596
Total	\$2,369,771	\$2,758,571	\$4,957,437	\$2,927,077	\$3,128,651	\$3,228,302
% Change		16.4%	79.7%	-41.0%	6.9%	15.5%

Personnel

Examination of the DFBS's expenditures indicates that personal services represent about 78% of the departmental costs. The remaining 22% is spread among equipment, grants, and other operating expenses. Exhibit 8 shows salary costs and positions identified by the divisions of the State Personnel Table.⁷ By allocating the personal services costs among the divisions of the DFBS, an estimate of the salary costs of the OSFM may be made. On average over the past five years, the OSFM represented 30.9% of the DFBS's salaries, or about \$1.4 M, and 33.4% of the DFBS's personnel, or about 55 positions. In 2001, the OSFM spent \$1.6 M for 57 personnel. However, positions shared between the Building Commissioner and the Fire Marshal were not included in the count.

Comparison to Business Growth

On average over the five-year period, the salaries for the employees assigned to OSFM and identifiable in the report have increased by 3.5%, while the number of employees has decreased by 0.7%, suggesting that salaries have increased 4.2% overall. According to the most

The growth rates of the Fund and OSFM did not keep pace with business creation in the State.

recent economic survey by the United States Census Bureau, the number of business establishments in Indiana has increased 9.7% between 1992 and 1997.⁸ It would not be unreasonable to expect an increase in the number of fire inspectors or the fee revenues to increase as more facilities are brought online, requiring increases in inspection and design approval. However, this increase does not appear to have occurred. Several explanations for this flat rate include (1) personnel positions did not need to increase to meet new facility demands; (2) a sufficient number of facilities were decommissioned each year to offset the number of new facilities coming online; or (3) there is an insufficient number of employees in the OSFM to meet the workload.

⁷The divisions were renamed in 1999, and the old and new names are seen in the labels.

⁸The United State Census Bureau prepares an economic survey every five years as required by federal law. The statistics used in this report came from the *1997 Economic Census: Comparative Statistics for Indiana* found on the Internet at www.census.gov/epcd/ec97sic/E97SIN.HTM.

Exhibit 8. Department of Fire and Building Services Salaries and Number of Personnel by Division.

	1997		1998		1999		2000		2001	
	Salary	#	Salary	#	Salary	#	Salary	#	Salary	#
Executive	\$94,762	3	\$104,032	3	\$119,470	3	\$124,370	3	\$128,001	3
Miscellaneous	-	-	-	-	131,525	6	112,469	5	77,610	3
External Affairs/ Information and Public Outreach	63,428	2	72,972	2	33,311	1	34,810	1	36,387	1
Administration	205,158	9	237,249	10	213,565	8	249,364	10	261,859	10
MIS Section	54,892	2	88,476	3	115,591	3	167,548	4	174,993	4
State Building Commissioner	135,616	3	156,092	4	146,683	3	157,892	3	168,503	4
Technical Services, Education & Information Division	225,013	8	235,059	8	194,485	6	242,265	7	257,190	7
Code Enforcement Division	685,611	27	734,539	28	735,537	26	799,905	27	812,546	26
Plan Review Division	484,513	19	424,456	17	523,106	20	621,410	22	503,201	18
Elevator Safety Division/Elevator & Amusement Safety	532,257	21	578,908	22	590,731	22	620,464	22	621,458	21
Boiler and Pressure Vessel	357,957	12	401,358	13	387,662	12	433,743	13	425,329	12
State Fire Marshal	114,232	3	119,258	3	174,173	4	181,906	4	189,638	4
Hazardous Materials and Investigations Division	239,144	10	239,747	9	101,080	4	133,204	5	140,186	5
Investigations Section	279,443	12	275,557	11	321,952	13	338,918	13	353,750	13
Fire Inspections Division	17,156	1	52,120	2	54,569	2	56,878	2	59,534	2
State Fire Marshal Plan Review	110,722	4	115,653	4	-	-	-	-	-	-
Fire Inspections	<u>655,399</u>	<u>30</u>	<u>678,991</u>	<u>30</u>	<u>643,682</u>	<u>26</u>	<u>690,017</u>	<u>28</u>	<u>848,313</u>	<u>33</u>
Total	\$4,255,303	166	\$4,514,468	169	\$4,487,123	159	\$4,965,162	169	\$5,058,496	166
% Change in Salaries			6.1%		-0.6%		10.7%		1.9%	
% Change in Employees				1.8%		-5.9%		6.3%		-1.8%

In addition to the Fund, the Fire Marshal is assigned by statute responsibilities with several other funds. These funds were discussed in the previous section. The fund balances are displayed in Exhibit 9.

Exhibit 9. Fund Balances for Funds Associated with the Office of the State Fire Marshal.

Item	Fund /Fire Marshal Responsibility	Fund Balance (6/30/2001)
1.	Fire and Building Services Fund	\$3,729,448
2.	The Indiana Emergency Management, Fire and Building Services, and Public Safety Foundation	
	• Emergency Medical Services	\$44,500
	• Fire and Building	\$41,825
	• Emergency Management	\$47,325
	• Stewardship	\$11,620
4.	Statewide Arson Investigation Assistance	n/a
5.	Firefighting and Emergency Equipment Revolving	\$1,095,373*
6.	Fire and Building Safety Education	\$23,295
7.	Underground Petroleum Storage Tank Excess Liability Trust	\$87,576,023
8.	Underground Storage Tank Certification Program	\$666,519
9.	Emergency Response Commission	\$198,306
* Balance represents value of principle outstanding on December 31, 2001.		



Fire Protection Spending



Governing Sourcebook⁹ compared calendar year 1999 total spending on fire protection among the states based on information collected by the US Census Bureau. The spending included both state and local appropriations for firefighting organizations and auxiliary services; fire inspection and investigation; support of volunteer fire forces; and the cost of firefighting facilities, such as fire hydrants and water. Exhibit 10 provides a comparison of Indiana's costs with those of surrounding states. Indiana appropriations for fire protection overall is second lowest, but, in terms of per capita spending, Indiana ranks in the middle of these states. Likewise, according to the study, Indiana is ranked 26th in per capita spending among all 50 states for 1999.

Exhibit 10. Indiana and Adjacent States Fire Protection Spending for 1999.

State	State and Local Total (millions)	Total per Capita
Illinois	\$1,049	\$87
Ohio	944	84
Michigan	584	59
Indiana	388	65
Kentucky	194	49

⁹"Fire Protection Spending," *State and Local Sourcebook; Governing Magazine Supplement*, 2002, p. 67.

Evaluation of the Operations of the Office of the State Fire Marshal

The six primary duties of the OSFM were determined to include (1) building plan review, (2) fire safety inspections, (3) fire safety training, (4) arson investigations, (5) fire incident data collection, and (6) hazardous materials response. In order to evaluate the performance of the OSFM in regard to the statutory requirements of each responsibility, a detailed description of the statutory requirements and the actual practice, as it has been observed for this report, is presented. Each duty is presented in its own section with a subsection for the operating results received from the OSFM, the local effect, based on interviews with local fire departments, and a comparison to surrounding states' operating statistics found through national databases and discussions with other state agencies. A summary of the issues identified in this evaluation conclude the section.

The evaluation reviewed the OSFM responsibilities in five ways:

- 1. Descriptions of statute and actual practice.*
 - 2. Operating statistics.*
 - 3. Effects on local units.*
 - 4. Comparisons to surrounding states.*
 - 5. Summary of Issues Identified.*
-

Building Plan Review

Statutes and Actual Practice

According to the Indiana Code, most types of Class 1 structures¹⁰, industrial building systems, and mobile structures require a design release showing that the structure will satisfy the building laws. A construction plan design release is not defined in statute. According to the design release form, a design release acknowledges that the submitted plans, specifications, and application have been reviewed for compliance with the applicable rules of the Fire Prevention and Building Safety Commission. (See Appendix IV for an example of a design release) The project is released for construction subject to conditions specified on the release. A building plan design release is not a



¹⁰A Class 1 structure is a building or structure that is intended to be occupied or used by the public, three or more tenants, or one or more persons who act as the employee of another. Generally, any structure other than an agricultural structure or a one- or two-family dwelling is a Class 1 structure, and for purposes of inspection, an underground storage tank is considered a Class 1 structure. Class 1 structures are defined in IC 22-12-1-4.

building permit, which is most often obtained from a local building commission, nor does it state that a particular set of plans has been approved by the OSFM or OSBC.

Description of Fire and Building Laws

Building laws, as defined by statute, mean any fire safety law, equipment law, or other law governing the fabrication, construction, addition, or alteration of a structure (IC 22-12-1-3). Statute identifies some model building and fire codes that are required to be adopted with amendment into the administrative rules by the Commission. These codes form the basis of building and fire laws in the State. Additionally, counties may adopt ordinances establishing building, heating, ventilating, air conditioning, electrical, plumbing, and sanitation standards for unincorporated areas of the county with written approval from the Commission (IC 36-7-8-3). Also, with the Commission's consent, a city, town, or county may adopt an ordinance with more stringent or detailed requirements than those adopted by the Commission, as long as the ordinance will not conflict with the Commission's rules (IC 23-13-2-3).¹¹ The rules adopted by the Commission take precedence over any rules adopted by another State agency or a political subdivision.

Statutory Requirements for Design Release

According to statute, to qualify for a building plan design release, the applicant must:

1. Demonstrate that the construction will comply with all applicable building laws.
2. Pay the fees.
3. Have the plans and specifications prepared, sealed, and filed by a registered architect or professional engineer.
4. Submit a certificate with sworn or affirmed statement by the registered architect or professional engineer upon penalty of perjury that the project will, among other things, meet all building laws.

However, for smaller facilities, remodels, small additions, and installation or alteration of sprinkler systems, the applicant must demonstrate through the submission of plans and specifications that the construction will comply with all applicable building laws and pay the fees. In the former case, the registered architect or professional engineer certifies that the plans and specifications will comply with building laws, while in the latter case, there is no sworn or affirmed statement required. This requirement may imply that a higher level of review is required of the OSFM and the OSBC.

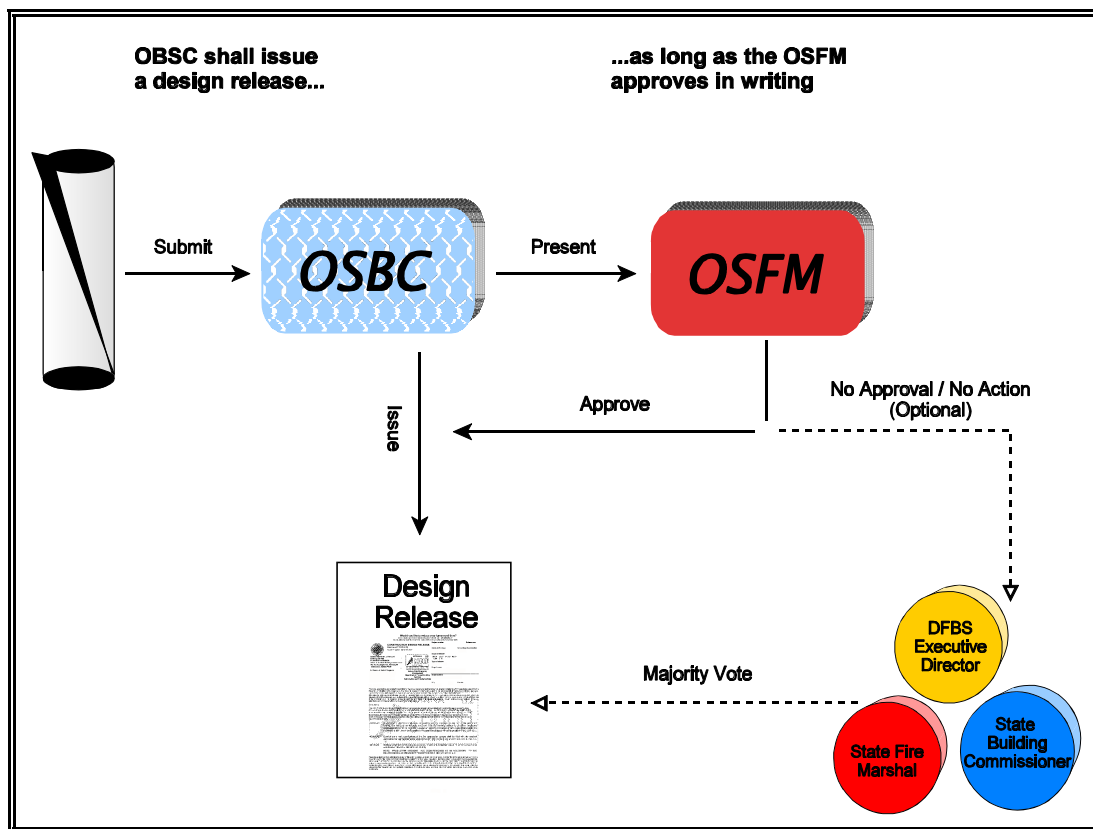
¹¹ Political subdivisions must adopt a building law in order to carry out inspections.

The OSFM must approve plans before the OSBC can issue a design release.

Approval Requirements in Statute
IC 22-14-2-9 states that the OSFM “shall review and may approve plans and specifications presented to the office for a design release under IC 22-15-3 for compliance

with the fire safety laws.” Moreover, IC 22-15-3-1 states that the “OSBC shall issue a design release...”, but the OSFM must be presented with the application, plans, and specifications and approve them in writing before the design release is issued. The Executive Director may call a meeting of the State Fire Marshal and the State Building Commissioner when one of them requests the meeting because they cannot agree on a design release, or when an applicant makes a request because the OSFM and OSBC have not acted. A design release is issued from this meeting based on a majority vote. Exhibit 11 illustrates this process.

Exhibit 11. Statutory Process for Issuing a Building Plan Design Release.



Source: IC 22-15-3-1

Partial and Provisional Design Releases

Further, the OSBC with the approval of the OSFM may approve a partial or provisional design release (IC 22-15-3-6). However, neither partial release, nor provisional release is

defined in the statute. In practice, the numerous design releases for a single project include a release for the foundation, architectural, mechanical, plumbing, electrical, ventilation, fire alarm and sprinkler systems, and for compliance with the Americans with Disabilities Act regulations. In some cases, a project may receive a design release for one or more of these categories. According to the OSFM, it is common for a project to receive a design release for the foundation plans and specifications, then a standard release for the architectural, mechanical, plumbing, and electrical systems, and then a release for the fire alarm system and the sprinkler system. In addition, in practice, a design release may include conditions that must be met prior to receiving a full release, and this may be known as a provisional release.

Variance Process

If a project does not meet existing building codes, the applicant may apply for a variance. According to statute, a variance is one way to resolve conflicts with rules established by another State agency or by ordinance. The Commission grants variances at monthly meetings. The plans are sorted into categories, with some categories being approved as a group and some being reviewed individually. Individual variance reviews occur either at the request of a Commission member or as the result of the sorting process. A representative of the project, called a proponent, may present the variance to the Commission. Often the proponent is not the architect or engineer of the project, but from an architect or engineering firm that specializes in building and fire code issues. To qualify for a variance, an applicant must pay a fee and submit facts demonstrating that:

1. Compliance with the rule will impose an undue hardship on the applicant or prevent the preservation of an architecturally or historically significant part of a building.
2. Either noncompliance with the rule or compliance with an alternative requirement will not be adverse to the public health, safety, or welfare.

In addition to approving plans for design release, statute requires the OSFM to approve plans and specifications for the following types of buildings:

1. Child care centers.
2. Residential child care centers.
3. Group homes.
4. School buildings.
5. Library buildings.
6. Government buildings built or remodeled by a county building authority.

7. Buildings that will be leased by a county hospital authority.
8. Hospitals built or renovated with funds from the Indiana Health Facility Financing Authority.
9. Convention centers built by the building authority in South Bend or Mishawaka for lease to the city.

Operating Statistics

OSFM reports that the OSBC and the OSFM jointly operate the Plan Review Division of the DFBS. The organizational structure chart published by the OSFM ([Exhibit 3](#)) shows that the OSFM Plan Review staff reports to the State Building Commissioner, and the DFBS website indicates that all building plan review information is provided by the State Building Commissioner. The OSFM provided the number of design release applications received and the number of design releases completed based on the number of standard releases¹², shown in [Exhibit 12](#). While the numbers indicate that the OSBC and OSFM receive and release close to the same number each quarter, the data do not provide information about workload and the timeliness of design release turnover.

Exhibit 12. Design Release Projects Received and Released by the OSFM and the OSBC.

	3 rd Qtr. 2001	4 th Qtr. 2001	1 st Qtr. 2002	Total
Design release applications received	2,520	2,543	1,904	6,967
Design releases issued	2,532	2,538	2,128	7,198
Difference	(12)	5	(224)	(231)

Although variances are approved by the Commission, the OSFM and OSBC Plan Review staff provide support for the variance process. Consequently, a review of Commission meeting minutes was undertaken to develop operating statistics. In 2001, minutes were available on the Internet for seven meetings, at which 439 variances were considered (excluding variances which were withdrawn prior to consideration). Approximately 60 variances, or 13.7%, were identified as relating to fire safety issues.¹³ Overall, 28 variances (6.4%) were denied, and many variances were tabled so that disagreements could be worked out or because no proponent attended the meeting.

Local Effect

Local units can adopt ordinances that are more stringent and that are approved by the

¹²A standard release includes the architectural, mechanical, plumbing, and electrical systems.

¹³Variances pertaining to door magnets were not counted.

Commission. In some cases, the local fire department enforces the ordinances and inspects projects for compliance with state building laws. In others, there is a local building commissioner. Based on the monthly minutes from Commission meetings, local fire department representatives are often consulted on proposed variances and the Commission may rule to table a matter until local objections can be worked out.

Surrounding States Comparison

A review of the adjacent states indicates that there are many forms that building plan reviews can take. In Illinois, plan review by the fire marshal is a free service, and the submission and approval of plans is not mandatory. In Michigan, a plan review is performed by the Bureau of Construction Codes in the Department of Consumer and Industry Services for

Illinois does not charge for a plan review, but a plan review by the fire marshal is not required in law.

issuance of a construction permit. The fire marshal in Ohio does not appear to have building plan review responsibilities. The fire marshal's office in Kentucky does have a plan review division which reviews plans prior to construction for a fee based on the square footage of the project.

Summary of Issues

Revenues from construction design release and variance fees average about \$4.0 million a year for the Fire Prevention and Building Safety Fund (see Exhibit 5 for details). Yet, statute does not provide plain-language definitions for a design release, partial release, or provisional release. Statute gives the OSFM authority to approve plans and requires the OSBC to issue a design release with the approval of the OSFM, suggesting that the statute may intend to give the OSFM broader authority than the OSBC in this matter. Since the OSBC, in practice, takes the lead in building plan design release, the actual arrangement of responsibilities may not be fully consistent with statute. Also, statute does not require that the OSFM act on a design release. The law states that the OSFM may approve plans and specifications presented for design release, but does not indicate that the OSFM may deny plans and specifications nor does statute indicate a time frame in which approval must be made. There are no data to indicate that inaction is a problem, however.

In addition, the statute is understood not to require the OSFM or OSBC to approve building plans and specifications, only to review plans and approve them for a design release. In practice, the OSFM and OSBC do not evaluate the plans and specifications, but rather they are filed with and released by the OSBC. It is unclear from statute and practice, how the design release process improves plans and specifications. Further, since local units may adopt ordinances more stringent than the Commission, architects and engineers may have to follow many different fire and building codes throughout the State.

Fire Safety Inspections

Statutes and Actual Practice

The OSFM is required to inspect occupied buildings, not including one- and two-family dwellings, for compliance with the Indiana Fire Code and other Indiana fire safety laws.¹⁴ On an annual basis, the Indiana Code requires the OSFM to inspect (1) child care centers and homes, (2) child care ministries, (3) residential child care establishments, (4) group homes, (5) Department of Correction facilities, and (6) places of amusement or entertainment. Other types of occupied buildings, such as nursing homes, health facilities, hotels, motels, and apartments are scheduled for periodic inspection. Periodic inspection is also required for places where regulated explosives are manufactured and stored, government buildings, and places of assembly. Special inspections may be conducted prior to the OSFM issuing an emergency or temporary order to close a Class 1 structure posing a clear and immediate hazard or when the OSFM has received a complaint that the conditions of a structure may constitute a violation of fire safety laws (IC 22-14-2-10).

Other Inspection Responsibilities

In addition to the inspection of structures for compliance with fire safety codes, the OSFM has a number of other functions under the law that involve inspection. The OSFM issues permits for retailers selling fireworks at temporary stands, to maintain explosives magazines, and for places of amusement and entertainment. Upon inspection, the OSFM issues an annual certificate of compliance to fireworks manufacturers, wholesalers, importers, and distributors. Each year, the owner of an underground storage tank must pay a registration fee to the Department of State Revenue and produce the receipt of payment for inspection by the OSFM upon request. The OSFM is required to establish a certification program for persons who supervise, manage, or direct underground storage tanks, and this requirement is carried out by the Inspections Division. The OSFM has prioritized these statutorily required inspections and responsibilities in the following schedule:

1. Assignments from the State Fire Marshal
2. Childcare centers and childcare ministries
3. Institutions offering child services
4. Schools undergoing performance-based accreditation surveys
5. Group homes
6. Places of amusement or entertainment
7. Department of Correction facilities

¹⁴The Indiana Fire Code is a set of national model codes adopted (with amendments) into the Administrative Code by the Commission.

8. Explosive magazines
9. Hospitals
10. Nursing homes
11. Hotels and motels
12. Schools not undergoing performance-based accreditation surveys
13. Businesses
14. All other Class 1 structures

Inspection Process

In practice, the OSFM inspector enters the premises and inspects all observable building structures including wiring, facilities, and fixtures¹⁵ for compliance with the Indiana Fire Code. Violations are recorded on a form called a *Report of Fire Inspection/Invoice*, (State Form 1341).¹⁶ The report is

After an inspection, an owner or operator is sent an order showing the violations to be corrected and a date for corrections to be completed.

submitted to the central office where the information that was handwritten or computer generated by the inspector is keyed into the OSFM computer, and an administrative order (State Form 45099) is prepared.¹⁷ (See Appendix V for examples of the forms.) The order states that the owner or operator is to cease and correct the violations specified on the form, and it provides information on the owner's or operator's right to appeal the reported violation(s). The section of the Fire Code or other fire safety law that was violated, a description of the violation, and the date that corrections must be completed are printed onto this standard form. The order is sent to the owner or operator, and a copy is filed by the central office. The inspector retains a copy of the original report and is responsible for checking the building for the corrections in a timely manner.

Inspection Timing

¹⁵The inspector does not inspect equipment for how well it works or how it is used, only for compliance with fire safety rules.

¹⁶The form is now known as the Report of Fire Inspection/Field Report.

¹⁷The OSFM indicates that all reports are no longer handwritten, but submitted by word processor. Records reviewed for this report were handwritten.

Certain inspections take place at specific times of the year either by statutory requirement or practice. For example, the statute requires that racetracks be inspected prior to the start of the season. On the other hand, the OSFM tries to accommodate the school-year calendar by performing initial performance-based accreditation survey school inspections in the last four months of the calendar year. Inspections prompted by complaints are scheduled based on the type of conditions described in the complaint and may be included in the regular inspection of the facility. For the issuance of permits, the applicant applies to the central office and then the inspector or the applicant receives an unsigned copy of the permit. Once the inspector inspects the premises and signs the permit, the permit becomes valid.

Facilities To Be Inspected

There is no known list of all of the buildings that must be inspected by the OSFM; however, the OSFM estimates a total of 40,000 based on records available through the Departments of Health, Education, Correction, and the Family and Social Services Administration. Inspections for permits issued by the OSFM are not included in the count. Individual units that make up a facility, for example the housing units at a prison facility, are counted separately because each unit must pass inspection for the facility to be in compliance. When violations are found in a building, the inspector must return for a second or even third inspection, effectively increasing the number of buildings that must be inspected in any given cycle.

25 State fire inspectors inspect an estimated 40,000 structures.

Workload Estimation

OSFM employs 25 field inspectors who report to four assistant chief inspectors. The inspectors are autonomous in their work, but coordinate their activities through their supervisors. Assuming

40,000 buildings, inspectors would have to inspect about 31 buildings a week in order to review all of the units in the State each year. The number may be somewhat overstated because certain buildings do not need to be inspected each year, or understated because certain buildings will need to be inspected more than one time and new facilities are brought online each year.

Operating Statistics

Exhibit 13 shows information provided by the OSFM about the number of facilities to be inspected and the number of facilities inspected. According to this information, about 87.4% of the facilities that are available to be inspected are inspected. However, the usefulness of this information is limited for several reasons. First, the total number of facilities to be inspected reflects only the facilities that appear on the OSFM database. The database was recently created, and facilities are being added as they are available for inspection. Second, the OSFM does not record whether an inspection is an initial visit or a recheck of violations. The percentage of facilities inspected is overstated when the original inspection is not separated from later rechecks. Third, the method that OSFM uses to track building types does not correspond to statutory responsibilities. The category designation of annual or periodic inspection may or may not correspond to the reason the facility is inspected.

According to OSFM data, 87.4% of the facilities to be inspected are inspected. However, since reinspections are included in the count, the total number needing inspection is not known.

**Exhibit 13. Facilities Inspected by the Office of the State Fire Marshal
and the Number of Facilities Available for Inspection.**

Item	3 rd Quarter 2001	4 th Quarter 2001	1 st Quarter 2002	Total
Category: Annual Inspections				
1. Childcare Centers and Homes				
<i>Inspected</i>	308	242	210	760
<i>Available</i>	728	724	721	724
<i>% Complete</i>	42.3%	33.4%	29.1%	104.9%
2. Childcare Ministries				
<i>Inspected</i>	119	56	316	491
<i>Available</i>	597	608	606	604
<i>% Complete</i>	19.9%	9.2%	52.1%	81.3%
3. Residential Childcare Establishments				
<i>Inspected</i>	204	65	56	325
<i>Available</i>	177	194	195	189
<i>% Complete</i>	115.3%	33.5%	28.7%	172.3%
4. Group Homes				
<i>Inspected</i>	40	70	60	170
<i>Available</i>	106	319	318	248
<i>% Complete</i>	37.7%	21.9%	18.9%	68.6%
5. Department Of Correction Facilities				
<i>Inspected</i>	277	254	263	794
<i>Available</i>	124	539	572	412
<i>% Complete</i>	223.4%	47.1%	45.9%	192.7%

Item	3 rd Quarter 2001	4 th Quarter 2001	1 st Quarter 2002	Total
6. Amusement or Entertainment Places				
<i>Inspected</i>	621	317	1,518	2,456
<i>Available</i>	2,838	2,025	2,599	2,487
<i>% Complete</i>	21.9%	15.7%	58.4%	98.7%
Category: Periodic Inspections				
7. Racetracks				
<i>Inspected</i>	0	0	0	0
<i>Available</i>	1	1	1	1
<i>% Complete</i>	0.0%	0.0%	0.0%	0.0%
8. Health Facilities Licensure				
<i>Inspected</i>	104	85	41	230
<i>Available</i>	337	299	374	337
<i>% Complete</i>	30.9%	28.4%	11.0%	68.3%
9. Explosives Magazines				
<i>Inspected</i>	116	139	99	354
<i>Available</i>	907	907	907	907
<i>% Complete</i>	12.8%	15.3%	10.9%	39.0%
10. Health Care Institutions and Agencies				
<i>Inspected</i>	165	69	59	293
<i>Available</i>	614	585	528	576
<i>% Complete</i>	26.9%	11.8%	11.2%	50.9%

Item	3 rd Quarter 2001	4 th Quarter 2001	1 st Quarter 2002	Total
11. Hotels, Motels and Apartments				
<i>Inspected</i>	120	87	0	207
<i>Available</i>	350	363	370	361
<i>% Complete</i>	34.3%	24.0%	0.0%	57.3%
12. Occupied Buildings				
<i>Inspected</i>	177	142	140	459
<i>Available</i>	1,293	1,355	1,429	1,359
<i>% Complete</i>	13.7%	10.5%	9.8%	33.8%
13. Government Buildings (Schools)				
<i>Inspected</i>	254	550	420	1224
<i>Available</i>	849	849	849	849
<i>% Complete</i>	29.9%	64.8%	49.5%	144.2%
14. Fireworks				
<i>Inspected</i>	100	23	109	232
<i>Available</i>	0	0	0	0
<i>% Complete</i>	n/a	n/a	n/a	n/a
15. Underground Storage Tanks				
<i>Inspected</i>	4	1	1	6
<i>Available</i>	106	106	106	106
<i>% Complete</i>	3.8%	0.9%	0.9%	5.7%
Total - Inspections	2,609	2,100	3,292	8,001
- Facilities	9,027	8,874	9,576	9,159
Percent Inspected	28.9%	23.7%	34.4%	87.4%

Description of Audit Work

Since the information provided by the OSFM does not provide enough detail about the inspection workload, a sample of performance-based accreditation survey schools and Department of Correction facilities was taken. These types of facilities were chosen for audit because the number of facilities available to inspect was known with some certainty and both the annual and periodic categories were represented. The results from these samples, however, did not provide more information about the OSFM inspection workload and may indicate the need for the OSFM central office to better track the inspections performed.

Audit of Schools Results

A random sample of 74 school records was drawn from among the 411 schools undergoing the performance-based accreditation survey in 2000-2001. Nine records were not used due to incomplete information, leaving a sample of 65 records.¹⁸ At over half of the schools (51%), the first inspection was made at the beginning of the school year as the OSFM policy directs. Eighteen school files (28%) did not contain reports indicating that the

A sample of 65 performance-based accreditation survey schools indicated that 51% had been inspected in the beginning of the school year, and 28% did not have documentation that the schools were in compliance.

school had reached compliance, but 11 of these schools were in the Indianapolis Public School District (IPS) and there were letters in the file from the maintenance division of IPS certifying that the schools were in compliance. On average, the OSFM inspector performed 2.15 inspections per school, and, of the schools with verifiable compliance dates, it took an average of 133.5 days for the schools to become compliant.

Audit of Correctional Facilities Results

Of the 24 Department of Correction facilities, 2 were examined in detail. The information available in the OSFM central office did not indicate whether each building of each facility had been inspected each year. Often, the information in the file indicated that a building had not been inspected since 1992, or that it had been inspected in 1992 and in 2001. Additionally, a list from the Department of Correction names 45 buildings at the Rockville Correctional Facility, but only 25 building names from inspection forms could be matched to the list. There were 21 inspection forms that could not be matched to the names on the Department of Correction's list. There are buildings demolished in correctional facilities and the function of a building -- often reflected in its name -- changes, which may account for some of the difficulties in matching names. Also, the central office files are not conclusive

¹⁸ Of the unused records, two files were not found, three files did not have recent inspection reports, two schools were completing renovations and were not inspected, and two files had inspection dates after the date of the letter of compliance.

because documents may have been transferred to archives or documents may have not been filed.

Underground Storage Tank Training

In addition to inspection of facilities, the Inspection Division is responsible for a certification program for people who supervise, manage, or direct underground storage tanks. According to information from the OSFM, 608 certifications were issued during the three quarters reported for this evaluation.

Local Effect

Some local units of government have no ordinances covering inspections of public places. Local fire departments rely on State law which specifies that a

fire department serving an area that does not include a city may engage in an inspection program to promote compliance with fire safety laws and a fire department serving an area that includes a city shall inspect every place and public way within the jurisdiction of the city, except the interiors of private dwellings, for compliance with the fire safety laws (IC 36-8-17-8).

IC 36-8-17-8 also states that a volunteer fire department may only perform inspections if a member of the department is properly trained in a program approved by the OSFM. According to statute, the OSFM is supposed to receive monthly reports from local fire departments regarding inspections made.

What Local Fire Departments Do

The local fire departments contacted for this report arrange inspections to coincide with the inspection by the OSFM. According to the information collected for this report, by scheduling appointments with the OSFM, a local fire department has easier access to the facility and there is a greater likelihood of compliance because the owner or operator will

Local fire departments try to schedule inspections to coincide with OSFM inspections.

receive a consistent set of violations. Also, fire departments may join with the OSFM inspector out of liability concerns. In some cases, local fire department personnel are unable to go with the OSFM inspector due to staffing shortages or fire emergencies. In this case, the local fire department may call on the OSFM when an owner or operator has failed to comply with corrections required by the local fire department's inspection. The OSFM would be contacted to inspect a facility where the owner or operator has failed to comply before the local fire department contacts the prosecutor for legal action against the owner or operator.

Monthly Reporting

According to the OSFM, local fire departments, for the most part, do not file a monthly report nor does the OSFM utilize the reports concerning the inspections completed. The local fire departments contacted for this evaluation indicate that they do not request information from the OSFM about buildings inspected. Local fire departments contacted for this report seem to track inspections through their central offices and make certain that violations are repaired in a timely manner.

Surrounding States Comparison

The data available concerning the fire safety inspections carried out by states surrounding Indiana are as uninformative as the information available in Indiana. Comparisons among the state fire marshals' responsibilities are also difficult because the range of responsibilities varies among the states. For example, the Illinois state fire marshal is responsible for inspection of boilers and pressure vessels. The Kentucky state fire marshal is responsible for inspection of elevators. Inspection of these items are the responsibility of other units of the DFBS in Indiana.

Michigan transferred inspection responsibilities from the fire marshal to Consumer and Industry Services making the primary role of the fire marshal arson investigation.

Inspections in Michigan

Although the specific responsibilities vary among the states, all of the surrounding states have some inspection requirement for the state fire marshal with the exception of Michigan. In Michigan, inspection responsibilities were transferred from the fire marshal by executive order and given to the Consumer and Industries Services Department (CIS). The transfer was made because CIS is the primary state

department with inspection and licensing responsibilities and because the fire marshal division of the Michigan state police could be more effectively organized to carry out its primary role of criminal and arson-related investigations.

Summary of Issues

In the Indiana Code, the sections assigning inspections to the OSFM are often incorporated with the laws concerning the facility, rather than the duties of the OSFM. As a result, the duties of the OSFM are not obvious without an extensive search. A potential effect of the dispersion of duties is that the OSFM could be assigned to too many inspections for a given time period. However, it is difficult to evaluate the inspection workload with the information available through the central office.

Complete records would improve information for the Legislature and other policy-makers in regard to frequency of fire safety inspections, agency responsible for inspection, and appropriations for the OSFM.

To evaluate the inspection workload, it would be useful to have either complete paper files or computer records. For example, the OSFM could record in the files kept in the central office the inspection date of records transferred to archives or record the type of inspection (initial or reinspection) in the new computer system. Additionally, the OSFM could use site plans and other

records available through other State agencies to establish inspection plans for its inspectors and maintain uniform naming conventions.

An effective evaluation would require information about the number of times a facility is inspected, the amount of time a building is in the inspector's workload (the amount of time until repairs are completed), and the average number of violations found by facility type. This evaluation could be useful to the Legislature or other policy makers as they make decisions on the frequency of inspections required in statute, whether inspections should be made by State or local authorities, and in preparing appropriations for the OSFM.

Fire Safety Training

Statutes and Actual Practice

O SFM is required to develop programs, in cooperation with educational institutions or fire fighting associations, to train local fire department personnel and volunteers in courses covering areas of fire prevention and firefighting. Also, the OSFM is required to establish inspection training requirements for members of volunteer fire departments and to certify individuals who meet the requirements (IC 22-14-2-6). In addition, the OSFM provides public information concerning fire prevention (IC 22-14-2-5).

The Education Board

The Executive Director of the PSTI (who is also the Executive Director of the DFBS) and the State Fire Marshal are members of the Board of Firefighting Personnel Standards and Education (the Education Board). The Education Board approves agility tests developed by local appointing authorities, sets the minimum standards for basic firefighter training, and does the following:

1. Certifies that firefighting training and education programs meet the standards set by the Education Board.
2. Certifies qualified fire department instructors.

3. Directs research in the field of firefighting and fire prevention and accepts gifts and grants to direct this research.
4. Recommends curricula for advanced training courses and seminars in fire science or fire engineering training to public and private institutions of higher education.
5. Certifies fire service personnel and nonfire service personnel who meet the qualifications set by the Education Board.
6. Requires fire service personnel certified at any instructor level to fulfill continuing education requirements in order to maintain certification. (IC 22-14-2-7)

The Public Safety Training Board

The chair of the Education Board and the State Fire Marshal are both members of the PSTB, which was created in statute to carry out the provisions concerning the PSTI. The PSTB may establish and conduct advanced public safety training programs and may offer these courses to any public safety service provider. IC 5-2-

10.5 charges the PSTI with providing advanced training for public safety providers. The PSTI's website indicates that four specialized academies have been developed, including emergency management, fire, hazardous materials, and search and rescue. The PSTI maintains certification records for Indiana firefighters and EMS personnel.

The PSTB and the Education Board both set policy for firefighter training.

Hazardous Materials Division

In addition to these other training responsibilities, the Hazardous Materials Division of the OSFM provides training to fire departments and other public safety agencies. These training programs include hazardous material spills, bloodborne pathogens, propane gas emergencies, chemical and biological weapons of mass destruction, and identification and response to methamphetamine laboratories. There appears to be no statutory requirements concerning the OSFM's hazardous materials training role. However, Executive Orders 97-19 and 97-25, which establish an emergency advisory group and connect the SEMA with the DFBS, may provide authority for this activity.

Minimum Firefighter Training

The Indiana Code specifies that full-time and volunteer firefighters have to complete a minimum of 24 hours of training before beginning to work for a fire department. Indiana Code 36-8-10.5-7 states that the minimum training includes basic training in sudden infant death syndrome and the following:

<u>Class</u>	<u>Hours</u>
Orientation	1
Personal safety	2
Forcible entry	2
Ventilation	2
Apparatus	2
Ladders	4
Self-contained breathing apparatus	6
Hose loads	1.5
Streams	1.5
Basic recognition of special hazards	<u>2</u>
Total	24

Basic Training

The 24-hour minimum training is sometimes referred to as basic training. Basic training also refers to National Fire Prevention Association (NFPA) 1001, which is known as Firefighter I and II. The NFPA sets testing standards for both basic and advanced firefighting skills, and, across the country, fire departments, colleges, and governments develop courses designed to prepare individuals to meet the standards. Indiana has had 12 of its courses accredited by the International Fire Service Accreditation Congress (IFSAC), a nonprofit organization operated by Oklahoma State University to provide accreditation services.

Advanced Training

Advanced training refers to skill-building, such as fire inspector training, as well as management training for firefighters advancing on a career path. Some of the advanced classes arranged for local firefighters may be technical (e.g., an alarm company which provides information about the workings of its alarm system).

Other training is more career oriented, such as investigation techniques. Further, individuals may attend associate degree programs in Fire Science at Ivy Tech State College or Vincennes University. However, many of the associate degree candidates go on to work for private industry, such as insurance companies, rather than fire departments. Based on information collected for this report, firefighters and their supervisors determine what type of advanced training the

Training refers to statutorily required basic training; other basic firefighter classes; and advanced skills, technical, and career training.

individual should pursue.

Training Providers

Local fire departments provide the 24-hour minimum training required for firefighters, although the local fire department may require a new recruit to have more training to attend

Local fire departments, the PSTI, and other associations or businesses provide most firefighter training. The OSFM does not provide direct training.

a fire. In addition, the Indiana Fire Instructors Association, a nonprofit training provider, may be hired by a local fire department or PSTI to provide the basic or more advanced firefighting classes. On an annual basis, firefighters attend training on bloodborne pathogens and Occupational Safety and Health Administration (OSHA)

standards.

Training for Hazardous Materials Incidents

The hazardous materials training provided by the OSFM takes place onsite. It can take up to 15 days for all members of a local fire department to complete a program because personnel may be called to a fire during the training and staffing schedules do not allow all members of the company to train together. Even though it may take several visits to each fire company to complete the training, the trainer may be able to serve several departments by alternating locations and times.

Operating Statistics

From July 2001 to March 2002, PSTI Fire Academy issued 7,488 individual certificates, according to information provided by the OSFM. In addition, during this period, the Hazardous Materials Division conducted training for 772 different public safety agencies. No information was provided to evaluate the types of programs attended, the number of individuals attending, or the agencies served.

Other Accomplishments

Based on discussions with local fire departments, the hazardous materials training programs are effective and this division seems to have a good working relationship with the local departments. Additionally, the OSFM personnel teach at Vincennes University and have helped the university adopt the State standards for its fire investigation course. The newly designed course will debut in Fall 2002.

Public Fire Safety Education



The OSFM provides pamphlets and other materials to schools and service organizations to fulfill its responsibility to provide the public information concerning fire prevention. OSFM provided no data on the number of materials distributed. In 1996, OSFM sponsored one program on juvenile firesetting from the Statewide Fire Safety Education Fund as allowed in IC 22-12-3-7.

Local Effect

Some local fire departments indicated that they would like the State, through PSTI, to provide the basic training required for a new firefighter to “ride the truck.” These fire departments have difficulty retaining new recruits because other departments hire away their newly trained personnel. On the other hand, some local fire departments are satisfied with the basic training that they are able to offer and were looking for ways to improve both the number of participants and amount of advanced training available for their departments. Large- and medium-sized departments mentioned the need for funds to

provide advanced training for staff. Interestingly, volunteer departments did not indicate a requirement of additional funds for training. Presumably, a volunteer fire department would have minimal costs other than initial and annual training.

Some local fire departments would like the PSTI to provide basic training for new recruits. Most look for ways to increase the amount of advanced training offered.

Surrounding States Comparison

Based on information collected for this report, Indiana at one time had exceeded other states in the minimum requirements for firefighter training. However, a review of other states’ requirements suggests that Indiana may have requirements significantly less than some other states. For example, in Michigan, a firefighter must complete Firefighter I and II within two years of hire in order to “ride the truck”. A firefighter in Indiana could attend a fire with a minimum of 24 hours of training, but in Michigan that firefighter would have had 227 hours of training.

In Indiana, firefighters can “ride the truck” after 24 hours of training; in Michigan it takes 227 hours of training.

More Hours Required in Other States

In Michigan, basic firefighter training is primarily provided through associate degree programs at community colleges. Most of the 19 community colleges in Michigan offer an associate degree program in fire sciences. The associate degree program offered by Vincennes University would not necessarily cover the minimum requirements for a

firefighter to join a local fire department. Additionally, the programs offered by Vincennes and Ivy Tech are not offered throughout the State, but rather in specific locations.

Summary of Issues

In actual practice, fire safety training does not seem to fully correspond to statute. For example, statute requires that the State Fire Marshal appoint a deputy fire marshal in charge of education, but the organizational chart does not indicate that such a position has been appointed. With the enactment of PSTI and the assignment by statute of the State Fire Marshal to several boards involved with firefighter education, the responsibilities of a deputy fire marshal in charge of education could be very limited, making the position unnecessary in practice.

Statute involves a number of entities in firefighter education, including local fire departments, PSTI, PSTB, the Education Board, and the State Fire Marshal. Although the entities are delineated in terms of providing policymaking or service, the structures for firefighter training may be more effective, and the policymaking structures more efficient, if the responsibilities of the various boards and agencies were streamlined. For example, the OSFM provides hazardous materials training, which is well received by local fire departments, but does not have specific statutory authority to provide the training.

Arson Investigations

Statutes and Actual Practice

IC 36-8-17 requires a local fire department, meaning a paid or volunteer fire department offering fire prevention or protection services to a political subdivision, to investigate any fire within its territory to determine the cause and circumstance. IC 22-14-2-8 gives the OSFM the authority to investigate the cause and circumstance of any fire or explosion occurring in Indiana, regardless of the efforts of the local fire department. Both the local fire departments and the OSFM have the authority to enter property, assist a prosecuting attorney with any criminal investigation, give oaths and affirmations, take depositions and conduct hearings, and separate witnesses and otherwise regulate the course of proceedings. However, only the OSFM has the direct authority to subpoena witnesses and

Local fire departments are required to investigate fires; the OSFM is given authority to investigate any fire in the State.

order the production of books, documents, and other evidence. The State Fire Marshal and the OSFM arson investigators are given law enforcement authority to discharge their duty of investigation. The Executive Director of the DFBS also has law enforcement authority while discharging duties under this section.

OSFM Investigation Policy

According to Office policy, the OSFM becomes involved in the investigation of a fire or explosion only at the request of a local fire department or State or local law enforcement agency. The OSFM established this policy to encourage local fire departments to conduct fire investigations and to call on the OSFM only for assistance when subpoena powers or additional personnel are needed. On its website, the OSFM provides a Fire Arson Investigator's Starter Kit (FRISK) with instructions for properly conducting an investigation to help standardize investigations across the State. The FRISK includes contact information, consent forms, report forms, and evidence collection information. The only fires that the OSFM places in its caseload are fires determined to be incendiary.

Staffing

The Investigation Division employs 11 investigators including a chief investigator, 2 assistant chiefs, and 8 field investigators. The chief investigator and one other investigator are Certified Fire Investigators. The chief is also a Certified Fire and Explosive Investigator and a Certified Fire Investigator Instructor. According to the OSFM, applications are being submitted for certification as Certified Fire Investigator for the remaining members of the Division.

Workload Estimates

Even though the OSFM attempts to direct investigations to local fire departments, the OSFM is responsible for the investigation of an average of 745 fires a year.¹⁹ This would represent a caseload of about 68 investigations per investigator per year. According to the National Fire Information Council (NFIC), 9,451 fires were reported in Indiana in 1998 and OSFM reported 676 arson investigations in that year. Assuming that 1998 was a typical year and that all fires were reported to NFIC, 7.2% of fires in Indiana are investigated by the OSFM.²⁰

The Investigation Division employs 11 investigators and investigates an average of 745 fires a year, averaging 68 investigations per investigator per year.

Operating Statistics

Statute does not provide criteria for measuring the effectiveness and efficiency of OSFM investigations because the OSFM is given authority to investigate rather than being told what or how to investigate. Also, little reliable information exists on the number of fires occurring in Indiana each year to evaluate the percentage of fires investigated by the

¹⁹The average number of investigations was based on the number of investigations reported by the OSFM between 1995 and 2000. According to the OSFM website, the annual number is "nearly 900."

²⁰There is reason to believe that the number of fires reported in Indiana is not accurate. Another source of fire incident data, National Fire Incident Reporting System, indicates that Indiana reported 2,073 fires in 1998 and that 47% of the fire departments reported fire incidents to the State. The NFIC number was used because it conforms more closely with data from surrounding states.

OSFM or even if frequency of investigation is an issue. As a result, investigation information for calendar year 2001 was reviewed to determine the types of fires that resulted in an OSFM investigation and to see how the OSFM investigation resources were used across the State.

Types of Fire Investigated

Assuming that 2001 is representative of other years, the OSFM is called to investigate a variety of fires, as seen in Exhibit 14. The most common type of fire for the OSFM to investigate is a residential fire (62.2%). According to the fire marshal of the Indianapolis Fire Department, most fire-related deaths occur in residential fires, which may indicate that the reason that the OSFM is contacted by local fire departments is a fire-related death. It is interesting to note that even though the OSFM investigators are most often called to residential fires, neither the OSFM nor local fire departments are required by statute to inspect one- or two-family dwellings.

Evaluation of 2001 Data

In 23 cases (3.3%), the OSFM was asked to assist with a local investigation, rather than carry out an original investigation. The majority of the time (96.7%), the OSFM conducts an original investigation which may parallel an investigation undertaken by a local fire department.

Exhibit 14. Type of Fire Incidence Investigated by OSFM.

Type	Number	%
Residential	435	62.2%
Vacant Lot	82	11.7%
Business	67	9.6%
Unknown Origin	44	6.3%
Vehicle	26	3.7%
Assistance with Investigation	23	3.3%
Shed	11	1.6%
Government Building	5	0.7%
Vegetation	3	0.4%
Garage	3	0.4%
Total	699	100.0%
*Percentage may not add to 100.0% due to rounding.		

In 2001, three counties, Adams, Martin, and Ohio, did not request an OSFM investigation. The greatest number of requests was 38 from Lake County. The distribution of

investigations among the counties is relatively even, with no county representing more than 5% of the total investigation workload. However, when the population of the county is considered by analyzing the requests per capita, there appears to be no consistency. The top ten counties requesting an investigation or assistance in 2001 were Knox-13; Laporte-13; Newton-13; Madison-16; Parke-18; Greene-21; Harrison-26; Sullivan-33; Vigo-36; and Lake-38.

In 2001, the north division performed 46.5% of the investigations and the south division performed 52.1%.

Additional information about how investigations are spread among the counties can be seen in Exhibit 15 which shows the number of investigations assigned to each of the 11 OSFM investigators. The north

arson investigation division received 46.5% of the investigation assignments, while the south division received 52.1% . The investigation chief was responsible for 1.4% of the investigations.

Exhibit 15. Office of the State Fire Marshal Investigation by Investigator Territory for 2001.

Territory	Number of Investigations	Percentage of Investigations	Percentage of State Population
Chief Investigator	10	1.4%	----
<i>Northern Division</i>			
Boone, Carroll, Clinton, Hamilton, Howard, Tipton	44	6.3%	6.3%
Adams, Blackford, Delaware, Grant, Jay, Madison, Randolph, Wayne, Wells	50	7.2%	8.6%
Dearborn, Decatur, Fayette, Franklin, Hancock, Henry, Ripley, Rush, Shelby, Union	74	10.6%	5.2%
Benton, Jasper, Lake, Laporte, Marshall, Newton, Porter, Pulaski, St. Joseph, Starke, White	96	13.7%	19.2%
Allen, Cass, DeKalb, Elkhart, Fulton, Huntington, Kosciusko, LaGrange, Miami, Noble, Steuben, Wabash, Whitley	<u>61</u>	<u>8.7%</u>	<u>15.5%</u>
Northern Division - Subtotal	<u>325</u>	<u>46.5%</u>	<u>54.8%</u>
<i>Southern Division</i>			
South Assistant Chief - Daviess, Greene, Knox, Martin, Owen, Sullivan	77	11.0%	2.6%

Territory	Number of Investigations	Percentage of Investigations	Percentage of State Population
South - Bartholomew, Brown, Hendricks, Jackson, Johnson, Lawrence, Marion, Monroe, Morgan	64	9.2%	23.7%
South - Clay, Fountain, Montgomery, Parke, Putnam, Tippecanoe, Vermilion, Vigo, Warren	112	16.0%	6.8%
South - Clark, Crawford, Floyd, Harrison, Jefferson, Jennings, Ohio, Orange, Scott, Switzerland, Washington	62	8.9%	5.9%
South - Dubois, Gibson, Perry, Pike, Posey, Spencer, Vanderburgh, Warrick	<u>49</u>	<u>7.0%</u>	<u>6.2%</u>
Southern Division - Subtotal	<u>364</u>	<u>52.1%</u>	<u>45.2%</u>
Total	699	100.0%	100.0%

Local Effect

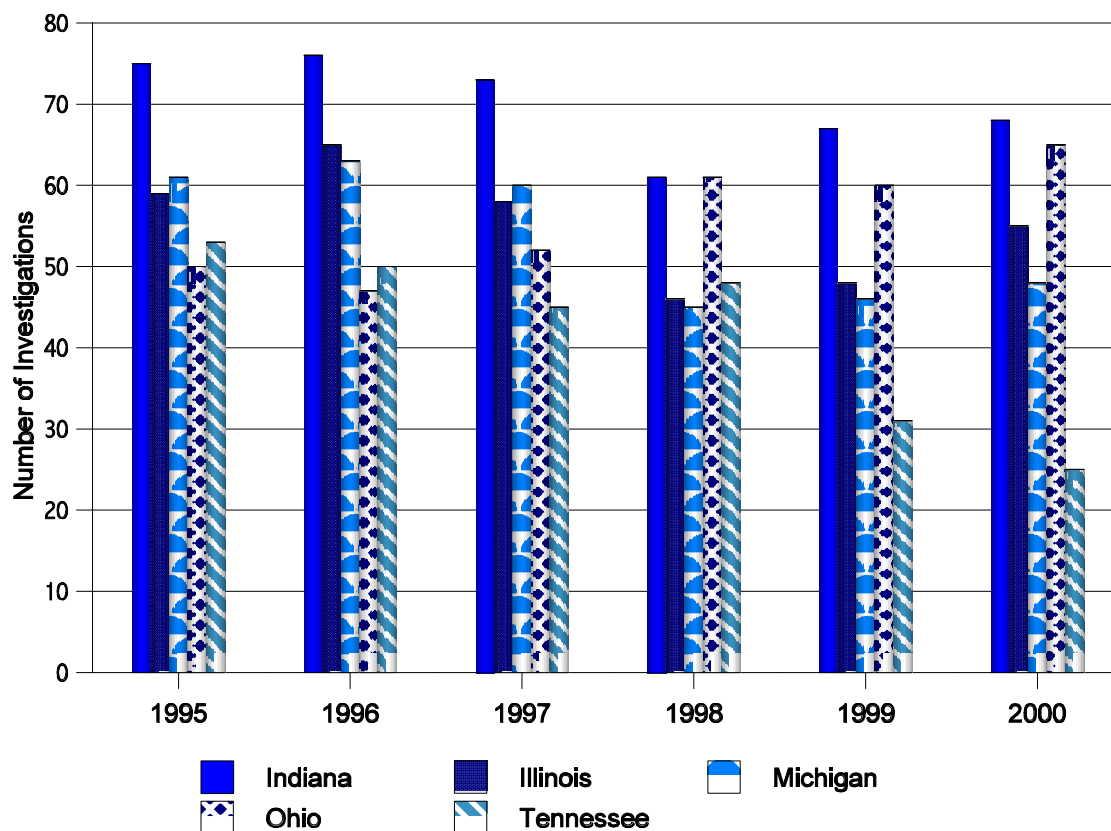
Local fire departments most often contact the OSFM to perform an investigation when there is a death or when there could be a conflict of interest, such as a fire at the home of local fire personnel.²¹ The OSFM does not provide resources to analyze evidence. Evidence is sent to the Indiana State Police laboratory. In addition to having the OSFM available to help with a complicated arson investigation, the local fire department may receive help from State or local law enforcement.

Surrounding States Comparison

Like Indiana, most of the surrounding states require the local fire departments to investigate fires, while the state fire marshal is given authority to supervise local investigations or investigate fires at the discretion by the fire marshal. One difference between Indiana and several surrounding states is that in Indiana the local fire department is required to begin an investigation immediately. In other states they are given one or two days, not including Sundays, to begin. Exhibit 16 shows the number of investigations per investigator for Indiana and surrounding states. According to the data received from other states' fire marshals for this report, Indiana has the largest number of investigations per investigator of the states considered.

²¹ Based on information collected for this report.

Exhibit 16. Investigations per Investigator for Indiana and Surrounding States.



Number of Investigators Compared

One reason for the high number of cases per investigator is that Indiana, with 11 investigators, has the smallest investigations staff of the states considered. The number of investigators and the number of investigators per 1,000,000 citizens were reviewed for 2000, and the results are presented in [Exhibit 17](#). Although the number of investigators is lower overall, the ratio of investigators per 1,000,000 citizens places Indiana in the middle of states reviewed. The states with the largest populations, Illinois and Ohio, have the lowest number of investigators per capita. These data may suggest that there is a maximum efficient size for an investigation division, that there are an insufficient number of investigators in these larger states, or that the size of the investigation division is not related to the number of citizens in the general population.

**Exhibit 17. Comparison of the
Number and the
Rate of
Investigators per
1,000,000 Citizens
for 2000.**

State	Number	Per Capita
Michigan	20	2.0
Illinois	19	1.5
Tennessee	18	3.2
Ohio	17	1.5
Indiana	11	1.8

*Indiana has the smallest
investigation staff of the states
considered.*

Summary of Issues

Indiana Code does not provide measurable standards of performance for the OSFM in terms of arson investigation. Although performance cannot be evaluated in comparison to statute, this evaluation found insufficient information to complete an evaluation of the arson investigation division. A full performance evaluation would compare the number of investigators per fire with other states, and would evaluate information on the amount of time to complete investigations to better analyze workload requirements. The information on the number of fires occurring in Indiana is unreliable, and information on cases is limited by the OSFM because of ongoing investigations.

Also, the data received do not establish any pattern for use of OSFM investigative powers between large urban areas and small rural areas. On the one hand, one could assume that small rural areas require more services from the OSFM because they are less well equipped to investigate fires and explosions. On the other hand, more fires may be presumed to occur in large urban areas. The data did not support either assumption and may suggest that the investigations by local law enforcement or the State Police have an effect.

Another area for which there appears to be no information available, even at the national level, is the relationship between prevention measures and investigations. As discussed above, the OSFM has assigned responsibilities for design release and inspection, yet the connection between the inspection duties and the number of fires occurring each year cannot be developed. According to the information reviewed about investigations, most fires occur in residential settings, and the OSFM policy for inspection priority reflects the concern for group residential settings. However, Indiana Code does not provide for inspections of one- and two-family dwellings.

Fire Incident Data

Statutes and Actual Practice

A local fire department is required to notify the OSFM if the fire chief believes that a crime may have been committed. At the end of each month, on the form prescribed by the OSFM, the local fire department chief is required to submit a written report to the OSFM concerning every investigation including the cause and origin of the fire and the extent of the damage (IC 36-8-17-7). IC 22-12-5-5 requires the Division of Management Information and Statistics within the DFBS to develop and maintain, in cooperation with the

The Division of Management Information and Statistics within the DFBS is required to develop and maintain a statewide fire incident reporting system.

OSFM, a statewide fire incident reporting system compatible with nationally recognized fire data collection and reporting systems, and to establish the capacity to exchange information with other information systems in the field of building and fire safety regulation. IC 22-14-2-5 requires OSFM to maintain data and statistics concerning fires and fire prevention activities.²² Further, the OSFM is supposed to receive a report

from an insurer, when the insurer has reason to believe that a fire loss was caused by a means that was not accidental and from physicians and hospital administrators regarding burn victims. (IC 27-2-13-3 and IC 35-47-7-3)

Improvements to Data Collection

In 1999, the OSFM began to upgrade computer systems by hiring a program manager to develop software that would collect statewide fire incident information. The program manager is distributing software and providing training to local fire departments in the use of the software. By summer 2002, the OSFM is expected to have fire incident data for CY 2000.

Nationally Available Data

The United States Fire Administration operates a national database for fire incident information

In 1999, the State Fire Marshal hired a project manager to distribute fire incident collection software and train local fire departments in its use.

²²The requirement to maintain data and statistics on fire and fire prevention activities is combined with instructions to the OSFM to provide public information concerning fire prevention. In this report, the two instructions are considered separable and fire prevention activities are considered to include fire safety inspections.

called the National Fire Incident Reporting System (NFIRS).²³ States receive data from local fire departments and provide the collected statistics to the NFIRS. Statistics available from the NFIRS include the number of fires, the number of fire deaths, the major causes of the fire and/or the death, the state ranking for fire deaths, and the number of local fire departments reporting. NFIRS provides a 16-page form for information collection, including an incident report, a fire service casualty report, and a civilian casualty report. (See Appendix VI for copies of the report form.) The incident report requests information such as the type of situation found, type of action taken, the property use, and the ignition factor. The fire service casualty report asks for the primary apparent symptom and part of the body affected, as well as information on the type of protective clothing or equipment worn. The civilian casualty report requests the nature of the injury, familiarity with the structure, location at ignition, and the conditions preventing escape.

Another national fire database is the National Fire Information Council (NFIC). The NFIC is a partnership of federal, state, and local fire organizations. Its members contribute to the NFIRS efforts to collect fire incident data. Time series information on the number of fires per year is available at the NFIC website.

Operating Statistics

For the three-quarter reporting period, the OSFM indicated that 186 fire departments were provided free reporting software and taught how to use the software by the program manager. The NFIRS reports that only 47%, or 451, of the 952 fire departments in Indiana reported to the OSFM for transfer to the NFIRS in 1998.

Federal data indicates that only 47% of local fire departments reported to the State of Indiana in 1998.

²³The United States Fire Administration is located in the Federal Emergency Management Agency and operates NFIRS for the purpose of collecting national fire incident information to determine the extent of the fire problem in the United States and to help state and local governments develop fire reporting and analysis capabilities for their own purposes. While the NFIRS does not provide any financial assistance, the agency provides technical training on the collection and use of fire incident data. The NFIRS is in the process of updating its data collection system to include, among other things, information on emergency medical services.

The "2000 Burn Injury Report"

The OSFM does not tabulate reports received from insurers because investigations are initiated at the request of a fire department or a law enforcement agency, not the report from the insurer. Burn injuries reported by physicians or hospitals are entered into a database developed and maintained by the Investigation Division. The OSFM recently issued a report titled "2000 Burn Injury Report," which indicates that some facilities do not comply with the reporting requirement. The report says that these facilities may not be aware of the statute requiring report of burn injuries. From the information received by the Investigation Division, most burns reported are second degree burns; most often the burn victim is male; most frequently the victim is between the ages of 0-5 with the second most frequent age range being 16-20 years old; and burns occur more frequently in the afternoon with the peak time at 5:00 p.m.

The OSFM "2000 Burn Injury Report" indicates that burn victims are most often male, between the ages of 0-5 years, and that burns occur most frequently around 5:00 p.m.

Local Effect

According to national data and interviews with local fire departments, most local fire departments (53%) do not file reports with the OSFM on fires occurring in their territory. However, local fire departments do seem to track fires and fire safety inspections in their territory. Local fire departments do not request statewide data from the OSFM.

Surrounding States Comparison

The 1998 data on the number of fires by state available through NFIRS and NFIC are different, suggesting that other states may have difficulty reporting fire incident data, just as Indiana does. However, these differences may also be explained by the date on which the database collected the information because the reporting of fire incident information seems to lag behind the event. For example, the most recent data available are for 1998.

Surrounding State Comparison Using National Data

Exhibit 18 shows the number of fires reported to NFIRS compared with the number of fires reported to NFIC for 1998, the difference between the numbers, and the percentage of local fire departments reporting information. In 1998, Indiana reported fewer fires than adjacent states to Indiana according to both databases. The substantial difference in the number of fires between Indiana and the other states may be due to the low number of local fire department reporting in Indiana as opposed to other states.

In 1998, Indiana reported fewer fires than any of the states adjacent to Indiana.

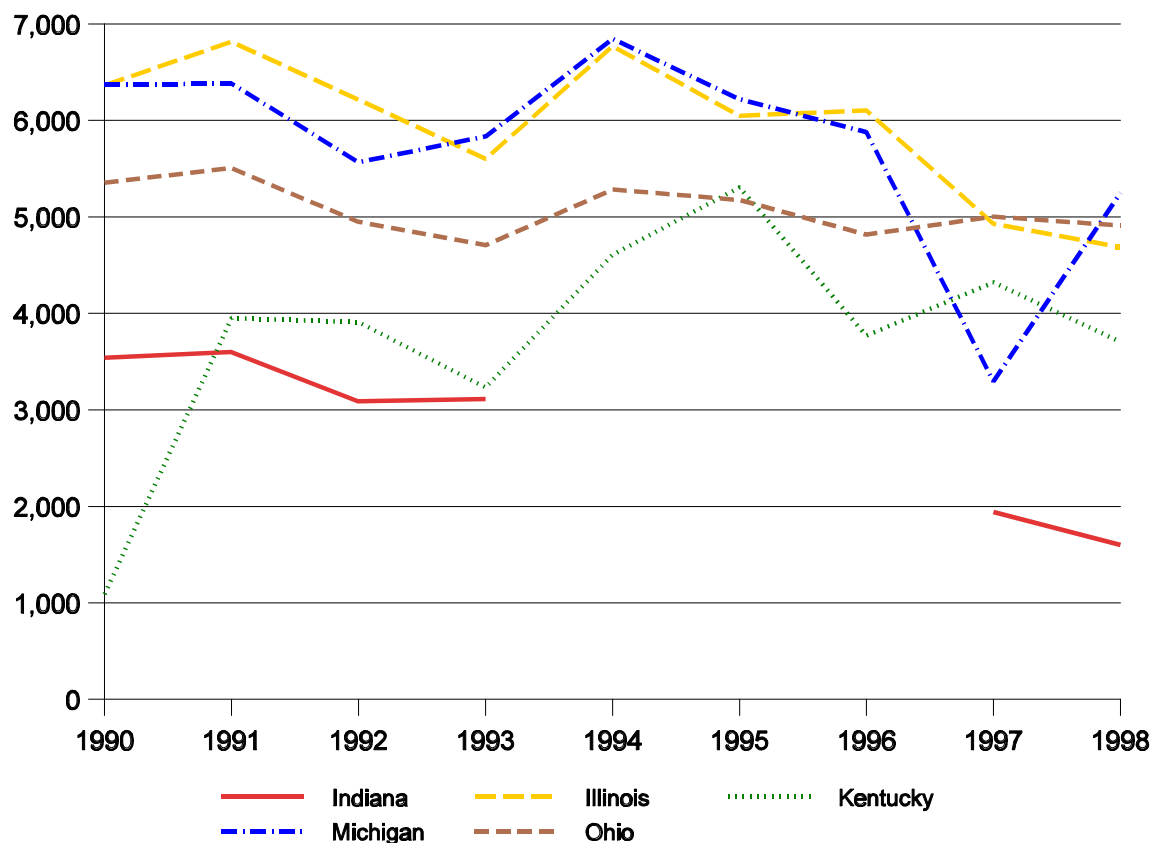
Exhibit 18. Comparison of the Number of Fires Reported to NFIRS and NFIC in 1998.

State	NFIC	NFIRS	Difference	% Difference	% of Local Fire Departments Reporting (from NFIRS)
Illinois	56,602	35,760	20,842	36.8%	62%
Ohio	55,163	44,591	10,572	19.2%	86%
Michigan	51,558	36,236	15,322	29.7%	84%
Kentucky	14,589	13,324	1,265	8.7%	68%
Indiana	9,451	4,518	4,933	52.2%	47%

NFIC Data

In addition to the low reporting percentage, the NFIC database had no information for Indiana between 1994 and 1996. Despite these problems, data from the NFIC database was used to compare fire incidents in Indiana with the adjacent states. As seen in [Exhibit 19](#), from 1990 to 1993 and from 1997 to 1998, Indiana had fewer fire incidents per 1,000,000 population than the adjacent states. This may indicate that Indiana is safer in terms of fire incidents than other states or that the number of fires is understated.

Exhibit 19. Fire Incidents per 1,000,000 Citizens

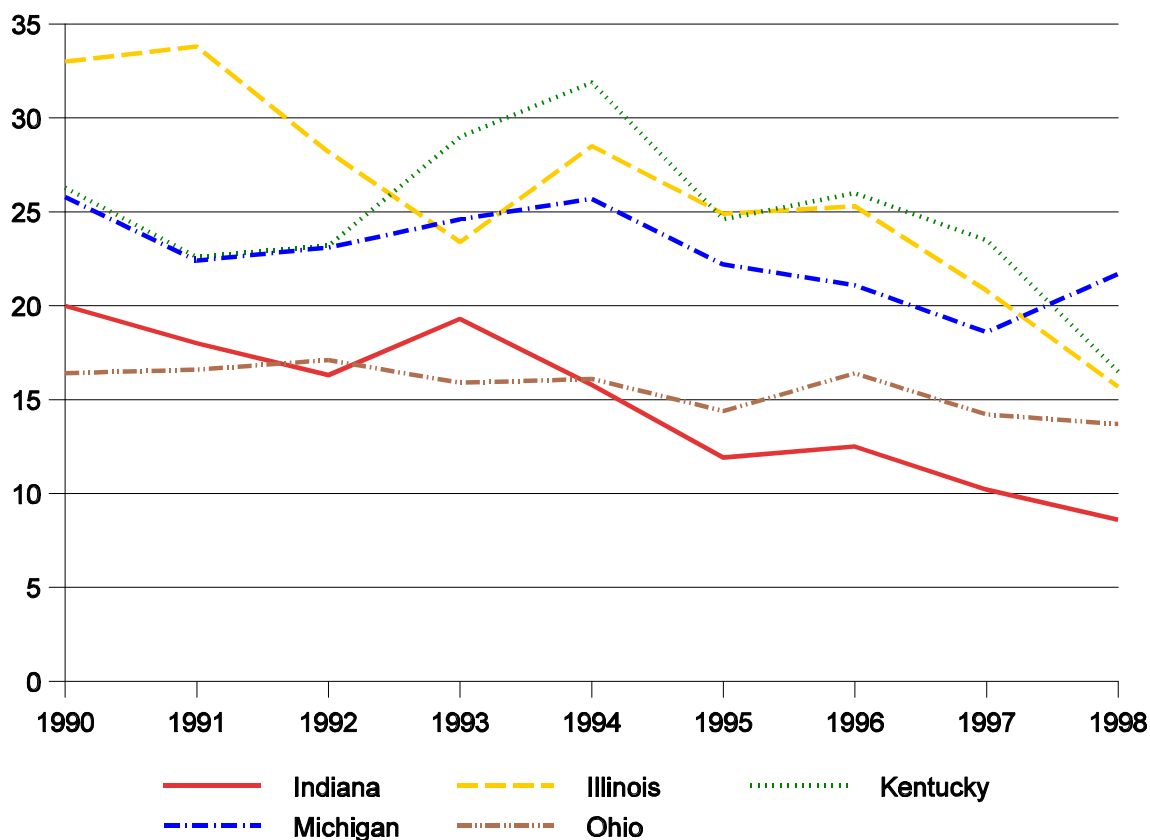


Source: U.S. Census and National Fire Information Council Data

NFIRS Data

In [Exhibit 20](#), between 1990 and 1998, all of the adjacent states experienced a reduction in the rate of fire-related deaths and Indiana had the lowest rate of fire-related deaths per 1,000,000 population. One could assume that Indiana's low fire incident rate is proven by the low fire-related death rate. However, the fire incident rate shown in [Exhibit 19](#) and the fire-related death rate shown in [Exhibit 20](#) do not necessarily correlate. For example, Kentucky has a lower fire incident rate than most other states with a peak of activity in 1995, but a higher fire-related death rate than most other states with a peak in 1994. It is much more probable that the low number of local fire departments reporting has affected the outcome, so that even from national sources, there is no picture of the fire problem in Indiana available.

Exhibit 20. Fire Deaths per 1,000,000 Citizens



Source: National Fire Incident Reporting System

Summary of Issues

The NFIRS information, along with the difficulty in receiving detailed data for this evaluation on the number of inspections completed and the number of arson investigations, suggest that the OSFM has not developed satisfactory data and statistical capabilities to satisfy the requirements of statute. As a result, the OSFM does not appear to have sufficient information to provide for the Legislature or other agencies a picture of the fire problem in the State and its fire prevention efforts. Although the national fire picture may be accurate with so few agencies reporting from Indiana, the low level of participation among the counties in Indiana may create sampling errors, depending on which local fire departments report. The OSFM did not provide information to determine which jurisdictions were included in its report, and the sampling errors in the data cannot be determined. Additionally, the OSFM is currently distributing software to local fire departments and may begin to receive better data. However, the results of the improved data collection will not improve the understanding of the fire risk in Indiana for the foreseeable future and may require several years of collection to provide sufficient data.

Hazardous Materials Response

Statutes and Actual Practice

There is no statutory authority for the OSFM to participate in hazardous materials incidents. However, the DFBS was combined with SEMA by executive orders in 1997. Some resulting responsibility was created through this arrangement. Additionally, a hazardous materials response may not be a separate incident from a fire. For example, a truck on fire may jettison diesel fuel. If the amount of fuel dumped exceeds 55 gallons, the event becomes a hazardous materials incident according to administrative rules.



Description of the Hazardous Materials Response Division

The Hazardous Materials Response Division of the OSFM provides training (discussed in a previous section) and technical support to local fire departments at large fires and hazardous materials incidents. According to the OSFM website, the Division often works "...side by side with other state agencies, such as the Indiana State Police, the Indiana Department of Environmental Management, the State Emergency Management Agency and state and local health departments." According to the website, "responders become key members in incident control and carry a variety of instruments and technical equipment to help fire departments identify a threat to public health and safety." The Hazardous Materials Response Division personnel may help with evacuations by mapping plume dispersals, work with local fire departments in major fires to ensure OSHA rules are followed, and coordinate State resources for major incidents.

The three Division employees report to the Chief Deputy Fire Marshal. The State is divided into three regions for coverage of hazardous materials response.

Operating Statistics

According to information from the U.S. Department of Transportation, on average, over 350 hazardous materials incidents occur in Indiana each year. Operating statistics on the number of these incidents in which the Hazardous Materials Response Division participated were not provided by the OSFM for the last two quarters of 2001.

In the first quarter of 2002, the OSFM responded to 20 hazardous materials incidents, including 7 chemical spills, 5 methamphetamine laboratories, 1 terrorism incident, and 7 other unidentified incidents.

*In the first quarter of 2002,
the Hazardous Materials
Response Division of the OSFM
responded to 20 incidents.*

Local Effect

The response from local fire departments was inconsistent. According to some local fire departments, the OSFM does not provide any services for hazardous materials incidents or large fires. Some local fire departments indicated that they call on the federal government for assistance on large-scale fires because the federal agencies arrive at the scene with deeper pockets than the State does. Other fire departments found that the OSFM was quite helpful with major incidents.

Surrounding States Comparison

A review of statutes in Michigan, Ohio, Illinois, and Kentucky indicates that, generally, state fire marshals do not have authority to provide hazardous materials response. However, most state fire marshal websites indicate that there is involvement, along with other state agencies, in hazardous materials incidents. In Ohio, statute clearly indicates that the chief of a local fire department is responsible for coordination of on-scene activities including clean up or disposal of a hazardous materials release.

Summary of Issues

Indiana Code does not directly assign responsibility to the OSFM for hazardous materials response, nor does the code assign the OSFM responsibility to respond to fire incidents. However, changes in technology, investigative responsibilities, and executive orders may provide the basis for the OSFM's involvement in hazardous materials incidents. The Legislature may want to review the practice in hazardous materials incidents and provide guidance in this area.

Discussion

This review found that the data available from the OSFM do not allow for a complete performance evaluation, because no historical information is available to analyze performance over time. The information that is available lacks the detail needed to fully understand the operations of each area of responsibility. In certain areas, such as the number of inspections, it does not appear that the surrounding states have better information than that provided by the OSFM. In other areas, Indiana appears to lag behind its neighbors. For example, Indiana does not have accurate fire incidence data. The lack of specific information is particularly confounding since data collection has been a responsibility of the State Fire Marshal since the inception of the Office in 1913 and the DFBS is required in statute to provide statistical support to the OSFM. The fact that the OSFM has hired a program manager to distribute software programs and provide training to local fire departments suggests that there will be better information in the future. However, the OSFM appears to have made arrangements to collect this information without the assistance of the Division of Management Information and Statistics, as required in statute.

If the OSFM had sufficient data, better decisions could be made about the role of the OSFM and the duties of the State Fire Marshal. Assuming that inspectors are not able to

complete all inspections required in statute, then, for example, it may be reasonable and perhaps should be sanctioned in statute for local fire departments, as assistants to the OSFM, to complete the inspections. Not only do local units appear to have more complete inspection records than the OSFM, but more effective use could be made of the State inspectors who could supervise locals rather than provide direct services. However, the data do not plainly indicate that a problem completing inspections exists. Without better data collection the true efficiency or inefficiency of the OSFM in deploying resources for large assignments such as fire safety inspection is unknown.

The OSFM does not appear to be fully consistent with statute in several ways. For example, statute provides for a deputy fire marshal to supervise all educational responsibilities of the OSFM, but this position does not exist in the organizational structure. Although operations may be more efficient with direct educational responsibilities transferred to the PSTI, it may be useful to use this review or a similar review initiated by the OSFM to align actual practice with the statute.

In many ways the alignment of practice and statute would be helpful in unraveling the relationships among the various agencies and officials. This review of statute indicates that the Executive Director is the administrator of the DFBS and the secretary of the Commission, but may not perform any duties assigned by statute to the State Fire Marshal or the State Building Commissioner. Yet, statute grants the Executive Director law enforcement authority while discharging duties under the arson investigation laws. Further, the statute does not provide an explanation of the relationship between the State Fire Marshal and the Executive Director when the Executive Director has become executive director of SEMA and PSTI, as well. It appears that the related agencies are integrating responsibilities and may gain efficiencies as a result, but a review to compare the operations to statute can only find that the agencies are not fulfilling statutory structures and requirements. Additionally, actual practice seems to shift certain responsibilities from one agency to the other without authorization by statute. The OSFM provides hazardous materials incident response as does the Indiana Department of Environmental Management and the SEMA. The different roles that each agency plays could be studied and codified so that the lines of responsibility are clear.

Other areas where clarification would help are in sections that require the OSFM to collect information, but offer the OSFM neither an incentive nor a penalty to receive the information. For example, the OSFM is required to receive fire loss reports from insurers, but neither uses these reports, nor makes certain that they are complete, because fire investigations do not begin with a private party notification. Other examples include local fire departments not sending monthly fire incident data to the OSFM, as required by statute, and health care facilities not reporting burn victims because they may not be aware of the statutory requirement to report.

Conclusion

This evaluation, initiated by Legislative Council resolution, reviewed the statutory duties of the OSFM and the State Fire Marshal. The results were inconclusive, but may indicate that the OSFM does not fully comply with statute. Prior poor data management in a decentralized office structure is responsible for inconclusive evidence of the effective use of resources. Additionally, the OSFM has made changes to its operations in reaction to changes in technology, and through the combination of the OSFM with other State agencies. These changes may be more efficient than what is current statute, but with a plain reading of statute, the OSFM cannot be said to fully comply with statute.

For each of the six main areas of responsibility assigned or assumed by the OSFM, the statutory requirements and actual practice were reviewed, operating statistics provided by the OSFM and developed for this report were analyzed, local fire departments were asked to comment, and a survey of surrounding states was made. The evaluation of information collected for this report about these areas of responsibility indicates that there are four issues that may be of interest to the Legislature for further guidance or clarification, including the interconnection of agencies, the lack of data, the use of outside resources, and the disconnect between actual practice and statute.

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APPENDICES

Appendix I

State Fire Marshal and Office of the State Fire Marshal Responsibilities

<u>Item</u>	<u>Indiana Code</u>	<u>Specific Responsibilities by Statute</u>
Category: General Duties		
1.	22-14-2-10	Enforce all fire and safety laws and related variances and other orders
2.	22-14-2-4	Enter and inspect any property to carry out the duties of the OSFM
3.	22-14-2-10	Protect the public from fire hazards
Category: Annual Inspections		
4.	12-17.2-2-4 12-17.2-2-8 12-17.2-2-9 12-17.2-4-2 12-17.2-4-15	Child care centers and homes
5.	12-17.2-6-5	Child care ministries
6.	12-17.4-2-4 12-17.4-3-2 12-17.4-3-14	Residential child care establishments
7.	12-17.4-5-14 12-17.4-5-2	Group homes
8.	11-11-6-2	Department Of Correction Facilities
9.	22-14-3-1	Places of Amusement or Entertainment
Category: Periodic Inspections		
10.	4-31-8-5	Racetrack prior to the start of the season
11.	16-28-1-13	Licensure inspection of health facilities
12.	22-14-4-3 22-14-4-1	Places where regulated explosives are manufactured and stored
13.	16-21-1-10	Health care institutions and health care agencies
14.	22-11-16-5 22-11-18-6 22-11-18-3	Hotels, motels and apartment buildings
15.	22-14-4-1	Structures that have the following conditions: used in whole or part as a place of resort, assembly, lodging, trade occupancy, or use by the public, or by three or more tenants
16.	22-14-2-11	Inspect structures and other property used by state, county, city, town or school corporation
17.	36-8-17-8	Receive monthly reports from local fire departments and volunteer fire companies regarding inspections made
18.	22-11-14-5	Upon inspection, issue an annual certificate of compliance to fireworks manufacturer, wholesaler, importer, or distributor egress control device
19.	13-23-12-5	Owner of a tank shall produce receipt for inspection at the request of OSFM

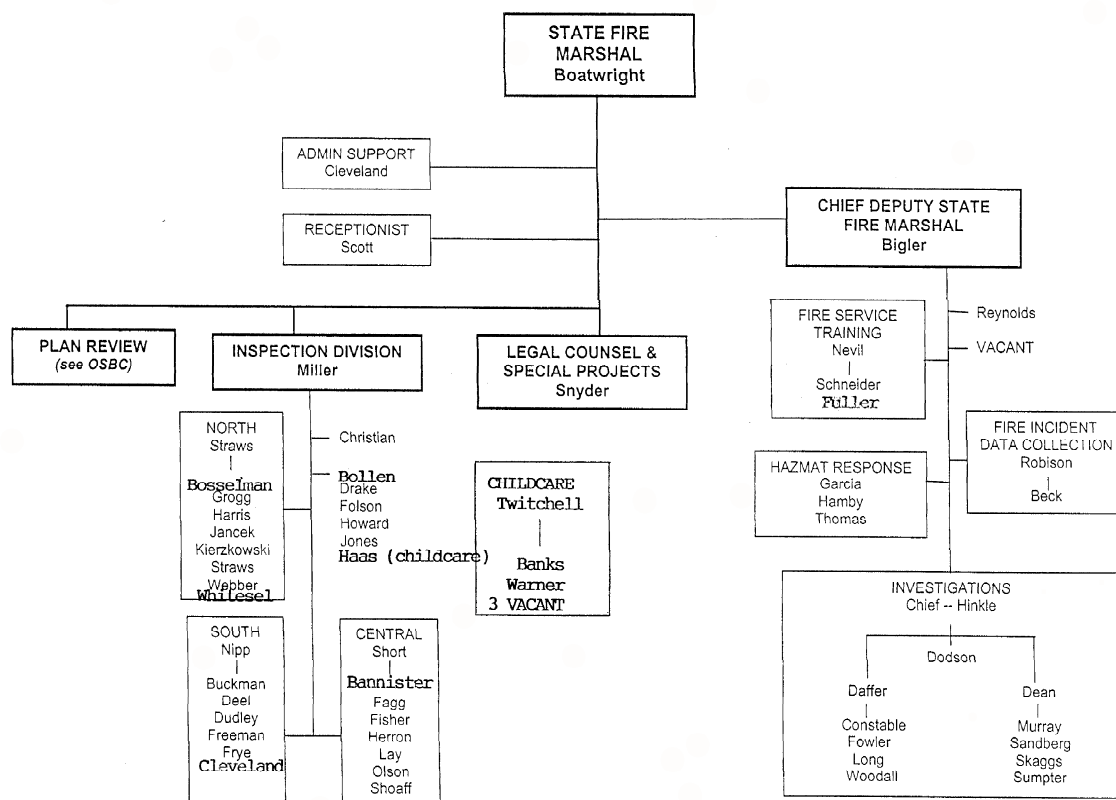
<u>Item</u>	<u>Indiana Code</u>	<u>Specific Responsibilities by Statute</u>
<i>Category: Training Duties</i>		
20.	13-23-3-1 13-23-3-3	Establish a certification program for persons who supervise, manage, or direct underground storage tanks: installation, retrofitting, testing, cathodic protection procedures, decommissioning
21.	22-14-2-6	Establish a program to train fire department personnel and volunteers Est. inspection training requirements for members of volunteer fire companies and certifies them
22.	13-23-3-1	May create supplemental library regarding installation and closure of underground storage tanks
23.	22-12-3-7	Fire Marshal may sponsor training conferences using money from the statewide Fire Safety Education Fund
24.	22-14-2-6	State Fire Marshall is a member of the Public Safety Training Board which develops & provides training for public safety workers
25.	22-12-3-2	Fire Marshal serves as a voting board member of the Board of Firefighting Personnel Standards and Education
26.	22-12-3-7	Provides facilities and staff to carry out responsibilities of the Board
27.	22-14-2-5	Carry out a program to provide public information concerning fire prevention
<i>Category: Fire Investigation</i>		
28.	22-14-2-4	Exercise powers of law enforcement to prevent fires and conduct arson investigations
29.	22-14-2-8 36-8-17-9 36-8-17-12	May conduct an investigation into the causes and circumstances surrounding any fire
30.	22-14-2-10	Carry out program to investigate complaints
<i>Category: Approve and Review Fire Hazard Orders</i>		
31.	22-12-7-6	Approve emergency and temporary orders to address a fire hazard
32.	36-8-17-10	Informal review of orders issued by a fire department
<i>Category: Fireworks</i>		
33.	22-11-14-5	Remove, at the expense of the owner, all stocks of fireworks or combustibles in violation of chapter 14
34.	22-11-14-10	Provide signs to resident wholesalers of fireworks that are to be posted
35.	22-11-16	Enforce the fireworks law
<i>Category: Permits</i>		
36.	22-11-14-7	Permits for retailers selling fireworks at one or more temporary stands
37.	22-14-3-1	Permits for amusement and entertainment
38.	22-14-4-5	Regulated explosives magazine permit
39.	22-14-4-2	Specify the amount of insurance required for explosives manufacturer or where explosives are handled
<i>Category: Building Plans and Design Release</i>		
40.	22-14-2-10 22-15-2-7	Coordinate OSFM enforcement program with enforcement program conducted by the State Building Commissioner
41.	22-14-2-9	Review and may approve any plans and specifications for design release under 22-15-3

Item	Indiana Code	Specific Responsibilities by Statute
42.	22-15-3-1	Issue design release for: Construction of a Class 1 structure fabrication of an industrial building system or mobile structure
43.	22-15-3-5	Consider certain evaluation reports in determining compliance with rules adopted by the Fire and Building Safety Commission in reviewing an application for design release
44.	22-15-3-6	Approve a partial design release or provisional design release issued by the State Building Commissioner
45.	36-1-12.5-8	Approval of energy conservation measures installed under a utility energy efficiency program or guaranteed savings contract
46.	36-1-12-10	Approve plans and specifications - public buildings of political subdivisions
47.	22-15-3-1	Approve plans and specifications - a partial or provisional release granted by the State Building Commissioner
48.	5-1-16-44	Approve plans and specifications - hospital building or renovation of hospital under the Indiana Health Facility Financing Authority
49.	16-22-6-25 16-22-7-28	Approve plans and specifications - building that a county hospital authority proposes to lease
50.	12-17.2-4-14	Approve plans and specifications - child care centers
51.	12-17.4-3-13	Approve plans and specifications - residential child care centers
52.	12-17.4-5-13	Approve plans and specifications - group homes
53.	20-5-32-5 21-5-11-4 21-5-12-4	Approve plans and specifications - school buildings
54.	20-14-10-5	Approve plans and specifications - library buildings
55.	36-8-13-26	Approve plans and specifications - government buildings built or remodeled by a county building authority
56.	36-10-10-17	Approve plans and specifications - convention center built by the building authority in South Bend or Mishawaka for lease to the city.
Category: Reports		
57.	22-12-5-5	Maintains statewide fire incident reporting system (in cooperation with the Fire and Building Services Department)
58.	27-2-13-3	State Fire Marshal receives reports of suspected arson from insurers
59.	36-8-17-7	State Fire Marshal receives reports of suspected arson from fire departments and volunteer fire companies
60.	35-47-7-3	State Fire Marshal receives reports of burn injuries from physicians and hospital administrators
Category: Miscellaneous Duties and Responsibilities		
61.	22-14-2-3	Appoint Deputy Fire Marshal
62.	10-9-2-2	Member of Indiana Emergency Management, Fire and Building Services, and Public Safety Foundation
63.	12-17.2-3.1-1	Member of the Board for the Coordination of Child Care Regulation
64.	22-12-2-2 22-12-2-6	Member of Fire Prevention and Building Safety Commission
65.	36-8-12-16	Schedule of service charges for fire services of volunteer fire departments
66.	22-12-6-7	Collection of application fees and inspection fees as set

<u>Item</u>	<u>Indiana Code</u>	<u>Specific Responsibilities by Statute</u>
67.	12-17.2-6-13	Collect registration fee for a child care ministry
68.	36-8-12-13	Set collection fees/service charges for: hazardous material spills, fires
69.	22-14-5-1 22-14-5-6 22-14-5-7 22-14-5-8	Firefighting and emergency equipment revolving loan fund administration
70.	20-5-44-2	May petition the county auditor for condemnation of a school building
71.	22-12-6-2	Distributes money from Statewide Arson Investigation Fund
72.	12-17-12-19	Adopt rules for fire safety in child care programs
73.	13-18-17-1	Serve on the interagency groundwater task force
74.	13-18-17-5	Adopt rules to apply the groundwater quality control standards
75.	22-13-2-13	Any power of the state fire marshal shall be exercised by the Fire and Building Safety Commission

APPENDIX II

SEMA, DFBS & PSTI OFFICE OF THE STATE FIRE MARSHAL



Organizational Chart Published by the Office of the State Fire Marshal

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APPENDIX III

Fire Inspector Districts

Indiana Department of Fire and Building Services State Fire Marshal's Office

INSPECTION DIVISION

Office Telephone Number:
317 - 232 - 2222

Fax: 317 - 233 - 0307

Chief Inspector: John Miller

NORTH

Supervisor: Jim Straws

1. John Kierzkowski
2. Bob Harris
3. John Webber
4. Bud Grogg
5. Cathy Jancek
6. Roger Campbell
18. Kevin Whitesel

CENTRAL

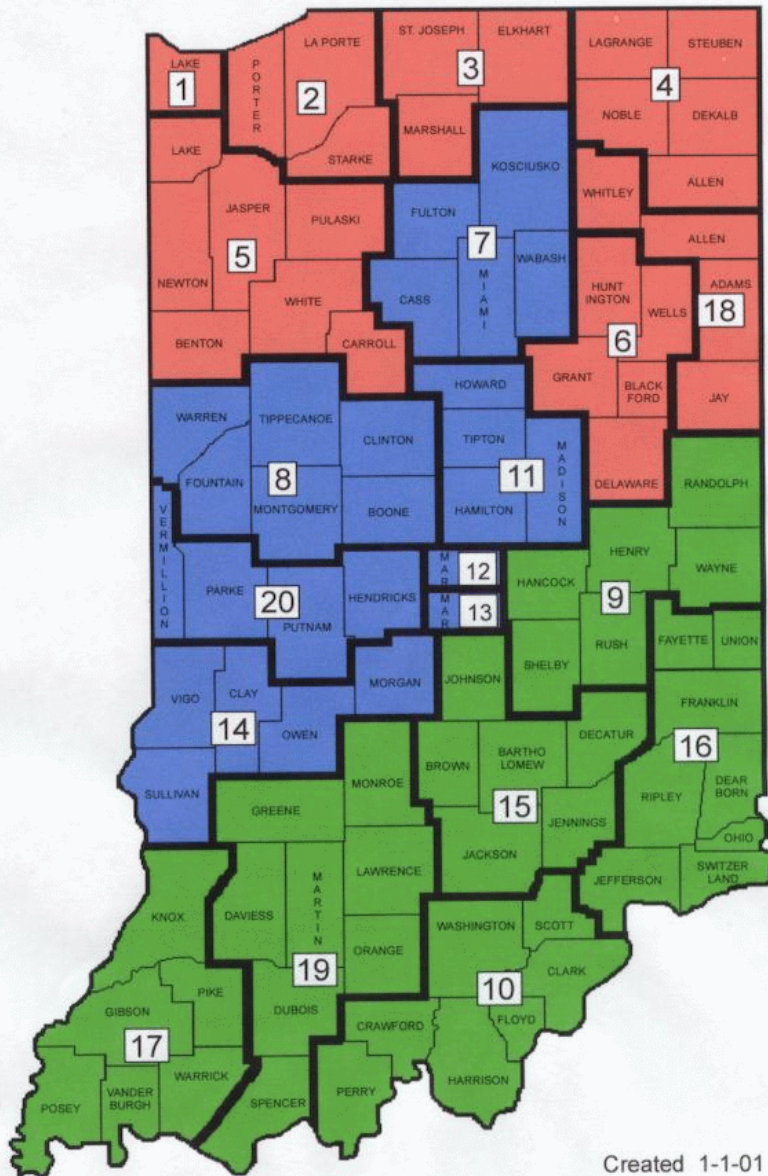
Supervisor: Jeff Short

7. Mike Fisher
8. Leonard Olson
11. Mark Herron
12. Paul Lay
13. Kevin Cleveland
14. J. D. Fagg
20. Tom Shoaff

SOUTH

Supervisor: Tom Nipp

9. Pat Moriarty
10. Carl Deel
15. Deborah Frye
16. Steve Freeman
17. John Buckman
19. Chip Dudley



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APPENDIX III

Arson Investigator Districts



ARSON INVESTIGATION DIVISION

△ Chief Investigator
Tom Hinkle 97-6

△ North Assistant
Chief Bob Dean 97-7

North Investigators

Tim Murray

97-74

Jim Skaggs

97-70

Brad Sandberg

97-71

Fred Sumpter

97-76

△ South Assistant
Chief Fred Daffer 97-9

South Investigators

Rick Constable

97-78

Mike Fowler

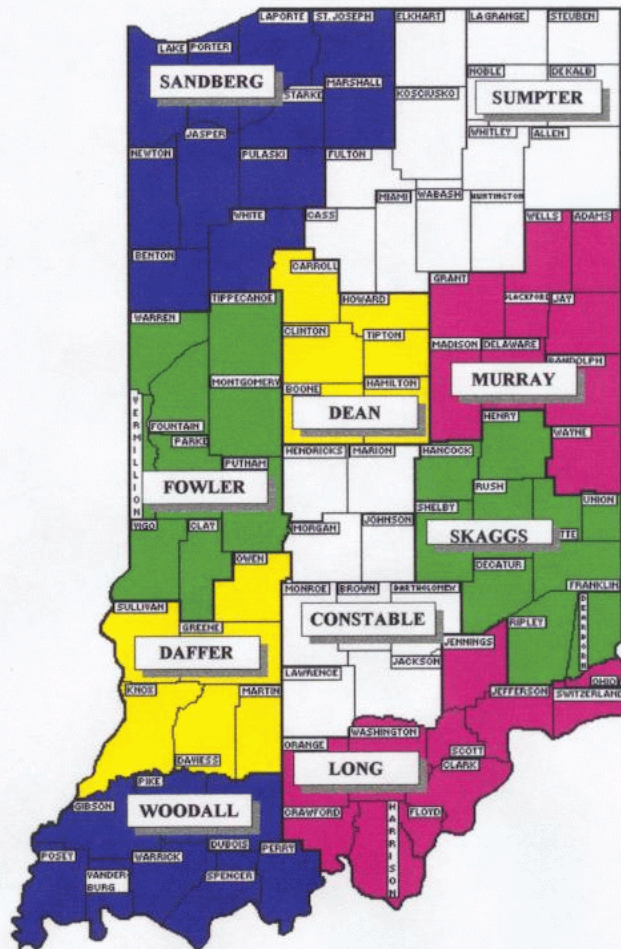
97-73

Andy Long

97-75

Carl Woodall

97-77



OFFICE NUMBER

1-800-423-0765

317-232-6435

EOC NUMBER

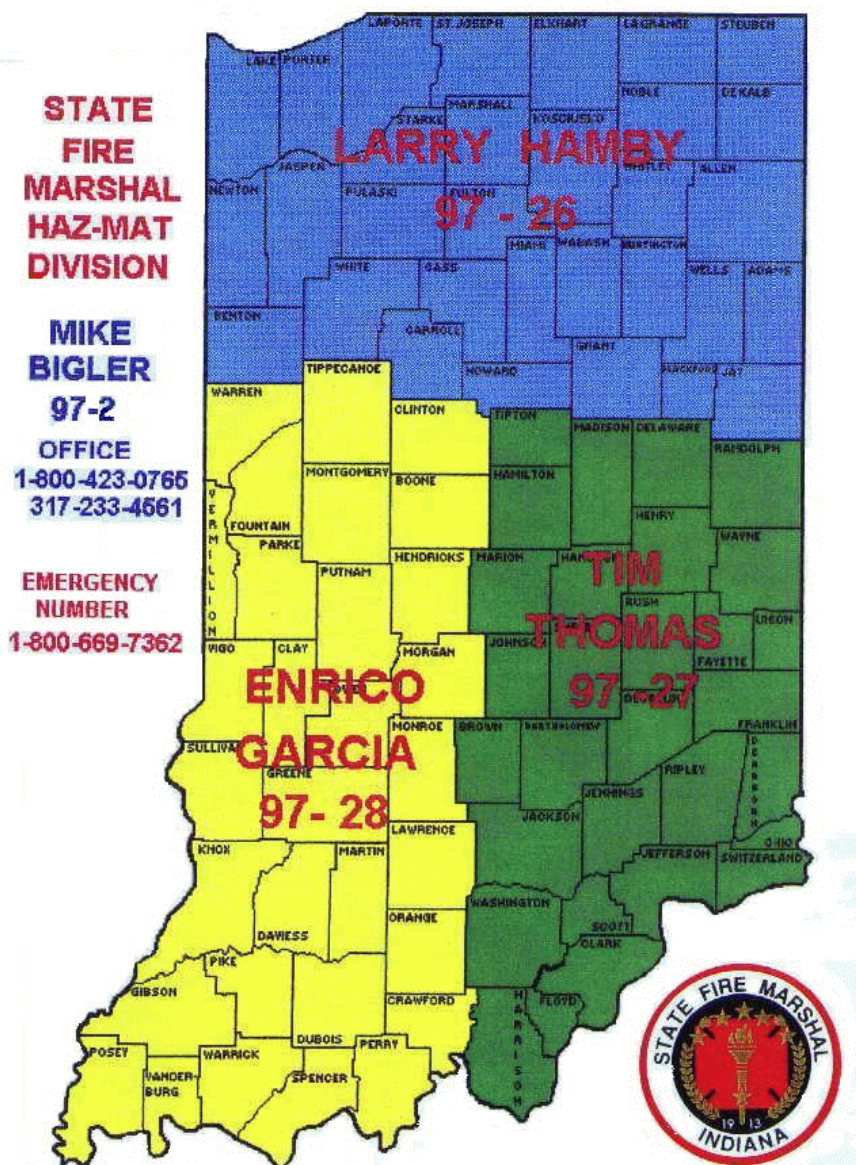
1-800-669-7362

ISP OPERATIONS

317-232-8250

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APPENDIX III Hazardous Materials Districts





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APPENDIX IV

Construction Design Release

Would you like to reduce your turnaround time?
ELECTRONICALLY FILE YOUR PROJECT WITH STATE OF INDIANA AT
efile24-7@sema.state.in.us, Or VISIT OUR WEB SITE AT www.ai.org/sema/osbc.html.

 <p>CONSTRUCTION DESIGN RELEASE State Form 41191 (R9/5-98) Report Printed on: March 27, 2002</p> <p>Indiana Department of Fire and Building Services PLAN REVIEW DIVISION Office of the State Building Commissioner 402 W. Washington St., Room E245 Indianapolis, Indiana 46204</p>	 <p>Available At Your Local Licence Branch</p>		Project number	Release date
			Construction type	Occupancy classification
			Scope of release ARCH ELEC HOOD MECH PLUM STR	
			Type of release	
			Project name	
<p>To: Owner / Architect / Engineer</p> <p>SUPPORT HOOSIER SAFETY Indiana State Emergency Management Department of Fire and Building Services Public Safety and Training Institute</p>		Street address		
		City	County	

The plans, specifications and application submitted for the above referenced project have been reviewed for compliance with the applicable rules of the Fire Prevention and Building Safety Commission. The project is released for construction subject to, but not necessarily limited to, the conditions listed below. THIS IS NOT A BUILDING PERMIT. All required local permits and licenses must be obtained prior to beginning construction work. All construction work must be in full compliance with all applicable State rules. Any changes in the released plans and/or specifications must be filed with and released by this Office before any work is altered. This release may be suspended or revoked if it is determined to be issued in error, in violation of any rules of the Commission or if it is based on incorrect or insufficient information. This release shall expire by limitation, and become null and void, if the work authorized is not commenced within one (1) year from the above date.

CONDITIONS:

Note (A1A & A1B): In accordance with the affidavit sworn under penalties of perjury in the application for construction design release the plans and specifications filed in conjunction with this project shall comply with all of the applicable rules and laws of Fire Prevention and Building Safety Commission. Providing false information constitutes an act of perjury, which is a Class D felony punishable by a prison term and a fine up to \$10,000.

In accordance with Section 19 of the General Administrative Rules (675 IAC 12-6-19) a complete set of plans and specifications that conform exactly to the design that was released by the office of the state building commissioner shall be maintained on the construction jobsite as well as a copy of the design release.

4G0412AC No addition or alteration shall cause an existing building, structure, or any part of the permanent heating, ventilating, air conditioning, electrical, plumbing, sanitary, emergency detection, emergency communication, or fire or explosion suppression systems to become unsafe or overloaded under the provisions of the rules of the Commission for new construction in accordance with 675 IAC 12-4-12(c).

4G0603AE Detailed plans and specifications of the fire suppression system shall be filed with the required application and appropriate fees in accordance with 675 IAC 12-6-3(a) and 675 IAC 13-1-8. (N.F.P.A. 13)

8B1003A3 Stairway steps shall have a maximum rise of 7 inches and a minimum run of 11 inches in accordance with Section 1003.3.3.3, IBC (675 IAC 13-2.3).

NOTE: PRODUCTION KITCHENS HAVE BEEN REVIEWED AS AN ACCESSORY TO THE MAJOR USE IN ACCORDANCE WITH SECTION 308.1, IBC (675 IAC 13-2.3)

Please be advised that if an administrative review of this action is desired, a written petition for review must be filed at the above address with the Fire Prevention and Building Safety Commission identifying the matter for which a review is sought no later than eighteen (18) days from the above -stated date, unless the eighteenth day falls on a Saturday, a Sunday, a legal holiday under State statute, or a day in which the Department of Fire and Building Services is closed during normal business hours. In the latter case, the filing deadline will be the first working day thereafter. If you choose to petition, and the before-mentioned procedures are followed, your petition for review will be granted, and an administrative proceeding will be conducted by an administrative law judge of the Fire Prevention and Building Safety Commission. If a petition for review is not filed, this Order will be final, and you must comply with its requirements.

Note: This design release was drafted for a specific project. While all the identifying information has been removed, some information specific to the project was retained, including the scope of the release and the specific information added to the standard language.

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State Form 1341 (R7/12-91)
Approved by State Board of Accounts 1992
Indiana Department of Fire and Building Services

Return pink copy with payment to:

OFFICE OF THE STATE FIRE MARSHAL
INSPECTION DIVISION
INDIANA GOVERNMENT CENTER SOUTH
402 W. WASHINGTON ST E241
INDIANAPOLIS, IN 46204

Make check payable to: State Fire Marshal

DISTRIBUTION: White - Owner, Canary -Office, Pink - Inspector

82

NOTICE OF COMPLIANCE

An inspection was conducted by a deputy from the Office of the State Fire Marshal. The report indicated that the above identified unit(s) were in unsatisfactory condition and in violation of the Indiana Fire Code, 675 IAC 22-2.1. You are required to comply with the correction order to meet the requirements of Indiana law.

NOTICE OF APPEAL RIGHTS

Please be advised that if you desire administrative review of this action, you must file a written petition for review at the address on the front of this form with the Office of the State Fire Marshal identifying the matter for which you seek review no later than fifteen (15) days from the date of this letter, unless such date is a Saturday, Sunday, legal holiday under State Statute. If you do so, your petition for review will be granted and an administrative proceeding will be conducted by an administrative law judge of the Office of the State Fire Marshal. If you do not file a petition for review, this action will be final.

Please be further advised that you may request an opportunity to informally discuss the matter prior to filing a petition for review. Such an informal discussion, or a request, however, does not extend the deadline for filing a petition for review, and therefore any request should be made promptly, preferably by telephone, upon compliance with the inspector's correction order. Our telephone number is (317) 232-2222.

Order



ORDER

State Form 45099 (R3 /5-98)

INDIANA DEPARTMENT OF FIRE AND BUILDING SERVICES
Fire Inspection Division
Office of the State Fire Marshal
402 W. Washington St., Rm. E241
Indianapolis, IN 46204
Telephone: (317) 232-2222

TO: (owner)

Name and address of inspected premises (<i>street and number</i>)	
City, state and ZIP code	
County	I.D. number
Date of order (<i>month, day, year</i>)	Inspector district
Occupancy	
Name of inspector	
Date of inspection (<i>month, day, year</i>)	Clerk's initials

A fire prevention inspection of these premises was conducted on the above referenced date. You are hereby ordered to cease and correct the following violations of the 1998 Indiana Fire Code (675 IAC 22-2.2), the 1998 Indiana Building Code (675 IAC 13-2.3), and/or the 1997 Indiana Mechanical Code (675 IAC 18-1.3) by the date indicated next to each violation.

Code Section	Description of Violation	Correction Date
Signature of Chief Inspector		Date signed (month, day, year)

RIGHT TO APPEAL (see reverse side)

DISTRIBUTION: White - Owner; Canary - Office; Pink - Inspector

RIGHT TO APPEAL:

Please be advised that if you desire administrative review of this action, you must file a written petition for review at the above address with the State Fire Marshal identifying the violations for which you seek review no later than 18 days from the date of this order unless such date is a Saturday, Sunday, legal holiday under state statute or day that the Fire and Building Services

Department offices are closed during regular business hours, in which case the deadline would be the first day thereafter that is not a Saturday, Sunday, legal holiday under state statute or day that the Fire and Building Services Department's offices are closed during regular business hours. If you do so your petition for review will be granted and an administrative proceeding will be conducted by an administrative law judge of the Fire Prevention and Building Safety Commission. If you do not file a petition for review, this Order will be final and you **must** comply with its requirements.

Please be further advised that you may request an opportunity to informally discuss this Order prior to filing a petition for review.

Such an informal discussion, or a request therefore, **does not extend** the deadline for filing a petition for review and therefore any request for an informal discussion should be made promptly, preferably by telephone, upon receipt of this Order.

National Fire Incident Reporting System Data Collection Form

NPT05-1 Revision 03/11/20

Complete this side for all fires						NFIRS - 2 Fire	
A FDID <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		State <input type="text"/> <input type="text"/>		Incident Date <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		Station <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Incident Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		Exposure <input type="text"/> <input type="text"/>		<input type="checkbox"/> Delete <input type="checkbox"/> Change		NFIRS - 2 Fire	
B Property Details				C On-Site Materials or Products <input type="checkbox"/> None			
B1 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="checkbox"/> Not Residential <small>Estimated number of residential living units in building of origin whether or not all units became involved</small>				Enter up to three codes. Check one box for each code entered. On-site material (1) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
B2 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="checkbox"/> Buildings not involved <small>Number of buildings involved</small>				On-site material (2) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
B3 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="checkbox"/> None <input type="checkbox"/> Less than one acre <small>Area burned (outside fires)</small>				On-site material (3) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
D Ignition				E1 Cause of Ignition <input type="checkbox"/> Check box if this is an exposure report.		E3 Human Factors Contributing To Ignition	
D1 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="checkbox"/> <small>Area of fire origin</small>				1 <input type="checkbox"/> Intentional 2 <input type="checkbox"/> Unintentional 3 <input type="checkbox"/> Failure of equipment or heat source 4 <input type="checkbox"/> Act of nature 5 <input type="checkbox"/> Cause under investigation U <input type="checkbox"/> Cause undetermined after investigation		Check all applicable boxes <input type="checkbox"/> None 1 <input type="checkbox"/> Asleep 2 <input type="checkbox"/> Possibly impaired by alcohol or drugs 3 <input type="checkbox"/> Unattended person 4 <input type="checkbox"/> Possibly mentally disabled 5 <input type="checkbox"/> Physically disabled 6 <input type="checkbox"/> Multiple persons involved 7 <input type="checkbox"/> Age was a factor	
D2 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="checkbox"/> <small>Heat source</small>				E2 Factors Contributing To Ignition <input type="checkbox"/> None		Estimated age of person involved <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
D3 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="checkbox"/> <small>Item first ignited</small>				Factor contributing to ignition (1) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		1 <input type="checkbox"/> Male 2 <input type="checkbox"/> Female	
D4 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="checkbox"/> <small>Type of material first ignited</small>				Factor contributing to ignition (2) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
F1 Equipment Involved In Ignition <input type="checkbox"/> None <small>If equipment was not involved, skip to Section G</small>				F2 Equipment Power		G Fire Suppression Factors	
Equipment involved <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				Equipment Power Source <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		Enter up to three codes. <input type="checkbox"/> None	
Brand <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				F3 Equipment Portability		Fire suppression factor (1) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Model <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				1 <input type="checkbox"/> Portable 2 <input type="checkbox"/> Stationary		Fire suppression factor (2) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Serial # <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				<small>Portable equipment normally can be moved by one person, is designed to be used in multiple locations, and requires no tools to install.</small>		Fire suppression factor (3) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>							
H1 Mobile Property Involved <input type="checkbox"/> None				H2 Mobile Property Type & Make		Local Use	
1 <input type="checkbox"/> Not involved in ignition, but burned 2 <input type="checkbox"/> Involved in ignition, but did not burn 3 <input type="checkbox"/> Involved in ignition and burned				Mobile property type <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		<input type="checkbox"/> Pre-Fire Plan Available <small>Some of the information presented in this report may be based upon reports from other agencies:</small>	
Mobile property make <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				Mobile property make <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		<input type="checkbox"/> Arson report attached <input type="checkbox"/> Police report attached <input type="checkbox"/> Coroner report attached <input type="checkbox"/> Other reports attached	
Mobile property model <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
License Plate Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				State <input type="text"/> <input type="text"/>			
VIN Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>							
Structure fire? Please be sure to complete the other side of this form.							

NFIRS-2 Revision 01/1999

I1 Structure Type ☆ If fire was in an enclosed building or a portable/mobile structure complete the rest of this form 1 <input type="checkbox"/> Enclosed building 2 <input type="checkbox"/> Portable/mobile structure 3 <input type="checkbox"/> Open structure 4 <input type="checkbox"/> Air supported structure 5 <input type="checkbox"/> Tent 6 <input type="checkbox"/> Open platform (e.g. piers) 7 <input type="checkbox"/> Underground structure (work areas) 8 <input type="checkbox"/> Connective structure (e.g. fences) 9 <input type="checkbox"/> Other type of structure	I2 Building Status ☆ 1 <input type="checkbox"/> Under construction 2 <input type="checkbox"/> Occupied & operating 3 <input type="checkbox"/> Idle, not routinely used 4 <input type="checkbox"/> Under major renovation 5 <input type="checkbox"/> Vacant and secured 6 <input type="checkbox"/> Vacant and unsecured 7 <input type="checkbox"/> Being demolished 8 <input type="checkbox"/> Other U <input type="checkbox"/> Undetermined	I3 Building Height ☆ Count the RDCP as part of the highest story _____ Total number of stories at or above grade _____ Total number of stories below grade	I4 Main Floor Size ☆ NFIRS-3 Structure Fire _____ , _____ , _____ Total square feet OR _____ BY _____ Length in feet Width in feet
J1 Fire Origin ☆ _____ Story of fire origin <input type="checkbox"/> Below grade	J3 Number of Stories Damaged By Flame ☆ Count the RDCP as part of the highest story _____ Number of stories w/ minor damage (1 to 24% flame damage) _____ Number of stories w/ significant damage (25 to 49% flame damage) _____ Number of stories w/ heavy damage (50 to 74% flame damage) _____ Number of stories w/ extreme damage (75 to 100% flame damage)	K Material Contributing Most To Flame Spread ☆ <input type="checkbox"/> Check if no flame spread OR same as material first ignited OR unable to determine → Skip to Section L K1 _____ Items contributing most to flame spread K2 _____ Type of material contributing most to flame spread Required only if item contributing code is 00 or <70.	
J2 Fire Spread ☆ 2 <input type="checkbox"/> Confined to room of origin 3 <input type="checkbox"/> Confined to floor of origin 4 <input type="checkbox"/> Confined to building of origin 5 <input type="checkbox"/> Beyond building of origin	L1 Presence of Detectors ☆ (In area of the fire) N <input type="checkbox"/> None Present → Skip to section M 1 <input type="checkbox"/> Present U <input type="checkbox"/> Undetermined	L3 Detector Power Supply ☆ 1 <input type="checkbox"/> Battery only 2 <input type="checkbox"/> Hardwire only 3 <input type="checkbox"/> Plug in 4 <input type="checkbox"/> Hardwire with battery 5 <input type="checkbox"/> Plug in with battery 6 <input type="checkbox"/> Mechanical 7 <input type="checkbox"/> Multiple detectors & power supplies 0 <input type="checkbox"/> Other _____ U <input type="checkbox"/> Undetermined	L5 Detector Effectiveness ☆ Required if detector operated. 1 <input type="checkbox"/> Alerted occupants, occupants responded 2 <input type="checkbox"/> Occupants failed to respond 3 <input type="checkbox"/> There were no occupants 4 <input type="checkbox"/> Failed to alert occupants U <input type="checkbox"/> Undetermined
L2 Detector Type ☆ 1 <input type="checkbox"/> Smoke 2 <input type="checkbox"/> Heat 3 <input type="checkbox"/> Combination smoke - heat 4 <input type="checkbox"/> Sprinkler, water flow detection 5 <input type="checkbox"/> More than 1 type present 0 <input type="checkbox"/> Other _____ U <input type="checkbox"/> Undetermined	L4 Detector Operation ☆ 1 <input type="checkbox"/> Fire too small to activate 2 <input type="checkbox"/> Operated → Complete Section L5 3 <input type="checkbox"/> Failed to operate → Complete Section L6 U <input type="checkbox"/> Undetermined		L6 Detector Failure Reason ☆ Required if detector failed to operate 1 <input type="checkbox"/> Power failure, shutoff or disconnect 2 <input type="checkbox"/> Improper installation or placement 3 <input type="checkbox"/> Defective 4 <input type="checkbox"/> Lack of maintenance, includes cleaning 5 <input type="checkbox"/> Battery missing or disconnected 6 <input type="checkbox"/> Battery discharged or dead 0 <input type="checkbox"/> Other _____ U <input type="checkbox"/> Undetermined
M1 Presence of Automatic Extinguishment System ☆ N <input type="checkbox"/> None Present → Complete rest of Section M 1 <input type="checkbox"/> Present	M3 Automatic Extinguishment System Operation ☆ Required if fire was within designed range 1 <input type="checkbox"/> Operated & effective (go to M4) 2 <input type="checkbox"/> Operated & not effective (M4) 3 <input type="checkbox"/> Fire too small to activate 4 <input type="checkbox"/> Failed to operate (go to M5) 0 <input type="checkbox"/> Other U <input type="checkbox"/> Undetermined	M5 Automatic Extinguishment System Failure Reason ☆ Required if system failed 1 <input type="checkbox"/> System shut off 2 <input type="checkbox"/> Not enough agent discharged 3 <input type="checkbox"/> Agent discharged but did not reach fire 4 <input type="checkbox"/> Wrong type of system 5 <input type="checkbox"/> Fire not in area protected 6 <input type="checkbox"/> System components damaged 7 <input type="checkbox"/> Lack of maintenance 8 <input type="checkbox"/> Manual intervention 0 <input type="checkbox"/> Other _____ U <input type="checkbox"/> Undetermined	
M2 Type of Automatic Extinguishment System ☆ Required if fire was within designed range of AES 1 <input type="checkbox"/> Wet pipe sprinkler 2 <input type="checkbox"/> Dry pipe sprinkler 3 <input type="checkbox"/> Other sprinkler system 4 <input type="checkbox"/> Dry chemical system 5 <input type="checkbox"/> Foam system 6 <input type="checkbox"/> Halogen type system 7 <input type="checkbox"/> Carbon dioxide (CO ₂) system 0 <input type="checkbox"/> Other special hazard system U <input type="checkbox"/> Undetermined	M4 Number of Sprinkler Heads Operating ☆ Required if system operated _____ Number of sprinkler heads operating		NFIRS-3 Revision 01/10/99

A FDID: <input type="text"/> State: <input type="text"/> Incident Date: <input type="text"/> MM <input type="text"/> DD <input type="text"/> YYYY Station: <input type="text"/> Incident Number: <input type="text"/> Exposure: <input type="text"/>		<input type="checkbox"/> Delete <input type="checkbox"/> Change	NFIRS - 4 Civilian Fire Casualty
B Injured Person ☆ 1 <input type="checkbox"/> Male 2 <input type="checkbox"/> Female		C Casualty ☆	
First Name: <input type="text"/> MI: <input type="text"/> Last Name: <input type="text"/> Suffix: <input type="text"/> Casualty Number: <input type="text"/>			
D Age or Date of Birth ☆ Age: <input type="text"/> <input type="checkbox"/> Months (for infants) OR Date of Birth: <input type="text"/> Month <input type="text"/> Day <input type="text"/> Year	E1 Race 1 <input type="checkbox"/> White 2 <input type="checkbox"/> Black 3 <input type="checkbox"/> Am. Indian, Eskimo 4 <input type="checkbox"/> Asian 0 <input type="checkbox"/> Other, multi-racial U <input type="checkbox"/> Undetermined	F Affiliation 1 <input type="checkbox"/> Civilian 2 <input type="checkbox"/> EMS, not fire department 3 <input type="checkbox"/> Police 0 <input type="checkbox"/> Other	H Severity ☆ 1 <input type="checkbox"/> Minor 2 <input type="checkbox"/> Moderate 3 <input type="checkbox"/> Severe 4 <input type="checkbox"/> Life threatening 5 <input type="checkbox"/> Death
E2 Ethnicity 1 <input type="checkbox"/> Hispanic		G Date & Time of Injury Midnight is 0000. Date of Injury: <input type="text"/> Month <input type="text"/> Day <input type="text"/> Year Time of Injury: <input type="text"/> Hour <input type="text"/> Minutes	
I Cause of Injury 1 <input type="checkbox"/> Exposed to fire products including flame heat, smoke, & gas 2 <input type="checkbox"/> Exposed to toxic fumes other than smoke 3 <input type="checkbox"/> Jumped in escape attempt 4 <input type="checkbox"/> Fell, slipped, or tripped 5 <input type="checkbox"/> Caught or trapped 6 <input type="checkbox"/> Structural collapse 7 <input type="checkbox"/> Struck by/or contact with object 8 <input type="checkbox"/> Overexertion 9 <input type="checkbox"/> Multiple causes 0 <input type="checkbox"/> Other U <input type="checkbox"/> Undetermined	J Human Factors Contributing to Injury <input type="checkbox"/> None Check all applicable boxes 1 <input type="checkbox"/> Asleep 2 <input type="checkbox"/> Unconscious 3 <input type="checkbox"/> Possibly impaired by alcohol 4 <input type="checkbox"/> Possibly impaired by other drug 5 <input type="checkbox"/> Possibly mentally disabled 6 <input type="checkbox"/> Physically disabled 7 <input type="checkbox"/> Physically restrained 8 <input type="checkbox"/> Unattended person		
K Factors Contributing to Injury <input type="checkbox"/> None Enter up to three contributing factors Contributing factor (1): <input type="text"/> Contributing factor (2): <input type="text"/> Contributing factor (3): <input type="text"/>			
L Activity When Injured 1 <input type="checkbox"/> Escaping 2 <input type="checkbox"/> Rescue attempt 3 <input type="checkbox"/> Fire control 4 <input type="checkbox"/> Return to fire before control 5 <input type="checkbox"/> Return to fire after control 6 <input type="checkbox"/> Sleeping 7 <input type="checkbox"/> Unable to act 8 <input type="checkbox"/> Irrational act 0 <input type="checkbox"/> Other U <input type="checkbox"/> Undetermined	M1 Location at Time of Incident 1 <input type="checkbox"/> In area of origin and not involved 2 <input type="checkbox"/> Not in area of origin & not involved 3 <input type="checkbox"/> Not in area of origin, but involved 4 <input type="checkbox"/> In area of origin and involved U <input type="checkbox"/> Undetermined		M3 Story at Start of Incident Complete ONLY if injury occurred INSIDE Story at START of incident: <input type="text"/> <input type="checkbox"/> Below grade
M2 General Location at Time of Injury Check ONE box. If undetermined, leave blank and skip to Section N. 1 <input type="checkbox"/> In area of fire origin 2 <input type="checkbox"/> In building, but not in area 3 <input type="checkbox"/> Outside, but not in area		M4 Story Where Injury Occurred Story where injury occurred, if different from M1: <input type="text"/> <input type="checkbox"/> Below grade	
Skip to Section N Skip to Section M4		M5 Specific Location at Time of Injury Complete ONLY if casualty NOT in area of origin Specific location at time of injury: <input type="text"/>	
N Primary Apparent Symptom 01 <input type="checkbox"/> Smoke only, asphyxiation 11 <input type="checkbox"/> Burns & smoke inhalation 12 <input type="checkbox"/> Burns only 21 <input type="checkbox"/> Cut, laceration 33 <input type="checkbox"/> Strain or sprain 96 <input type="checkbox"/> Shock 98 <input type="checkbox"/> Pain only Look up a code only if the symptom is NOT found above Primary apparent symptom: <input type="text"/>	O Primary Area of Body Injured 1 <input type="checkbox"/> Head 2 <input type="checkbox"/> Neck & shoulder 3 <input type="checkbox"/> Thorax 4 <input type="checkbox"/> Abdomen 5 <input type="checkbox"/> Spine 6 <input type="checkbox"/> Upper extremities 7 <input type="checkbox"/> Lower extremities 8 <input type="checkbox"/> Internal 9 <input type="checkbox"/> Multiple body parts		P Disposition <input type="checkbox"/> Transported to emergency care facility Remarks: <input type="text"/> Local option: <input type="text"/>

K1 Did protective equipment fail and contribute to the injury? Please complete the remainder of this form ONLY if you answered YES.	Yes <input type="checkbox"/> Y No <input type="checkbox"/> N	Equipment Sequence Number	NFIRS - 5 Fire Service Casualty
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K2 Protective Equipment Item	K3 Protective Equipment Problem Check one box to indicate the main problem that occurred.
<div style="border-bottom: 1px solid black; padding-bottom: 5px;"> Head or Face Protection </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> 11 <input type="checkbox"/> Helmet 12 <input type="checkbox"/> Full face protector 13 <input type="checkbox"/> Partial protector 14 <input type="checkbox"/> Goggles/eye protection 15 <input type="checkbox"/> Hood 16 <input type="checkbox"/> Ear protector 17 <input type="checkbox"/> Neck protector 18 <input type="checkbox"/> Other </div> <div style="width: 48%;"> Coat, shirt, or trousers 21 <input type="checkbox"/> Protective coat 22 <input type="checkbox"/> Protective trousers 23 <input type="checkbox"/> Uniform shirt 24 <input type="checkbox"/> Uniform t-shirt 25 <input type="checkbox"/> Uniform trousers 26 <input type="checkbox"/> Uniform coat or jacket 27 <input type="checkbox"/> Overalls 28 <input type="checkbox"/> Apron or gown 29 <input type="checkbox"/> Other </div> </div> <div style="border-bottom: 1px solid black; padding-bottom: 5px; margin-top: 5px;"> Boots or Shoes </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> 31 <input type="checkbox"/> Knee length boots w/ steel baseplate & steel toes 32 <input type="checkbox"/> Knee length boots w/ steel toes only 33 <input type="checkbox"/> 3/4 length boots w/ steel baseplate & steel toes 34 <input type="checkbox"/> 3/4 length boots w/ steel toes only 35 <input type="checkbox"/> Boots without steel baseplate & steel toes 36 <input type="checkbox"/> Safety shoes w/ steel baseplate & steel toes 37 <input type="checkbox"/> Safety shoes w/ steel toes only 38 <input type="checkbox"/> Non-safety shoes 39 <input type="checkbox"/> Other </div> </div> <div style="border-bottom: 1px solid black; padding-bottom: 5px; margin-top: 5px;"> Respiratory Protection </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> 41 <input type="checkbox"/> SCBA (demand) open circuit 42 <input type="checkbox"/> SCBA (positive pressure) open circuit 43 <input type="checkbox"/> SCBA closed circuit 44 <input type="checkbox"/> Not self-contained 45 <input type="checkbox"/> Cartridge respirator 46 <input type="checkbox"/> Dust or particle mask 47 <input type="checkbox"/> Other </div> </div> <div style="border-bottom: 1px solid black; padding-bottom: 5px; margin-top: 5px;"> Hand Protection </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> 51 <input type="checkbox"/> Firefighter gloves w/ wristlets 52 <input type="checkbox"/> Firefighter gloves without wristlets 53 <input type="checkbox"/> Work gloves 54 <input type="checkbox"/> Hazmat gloves 55 <input type="checkbox"/> Medical gloves 56 <input type="checkbox"/> Other </div> </div> <div style="border-bottom: 1px solid black; padding-bottom: 5px; margin-top: 5px;"> Special Equipment </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> 61 <input type="checkbox"/> Proximity suit for entry 62 <input type="checkbox"/> Proximity suit for non-entry 63 <input type="checkbox"/> Totally encapsulated, reusable chemical suit 64 <input type="checkbox"/> Totally encapsulated, disposable chemical suit 65 <input type="checkbox"/> Partially encapsulated, reusable chemical suit 66 <input type="checkbox"/> Partially encapsulated, disposable chemical suit 67 <input type="checkbox"/> Flash protection suit 68 <input type="checkbox"/> Flight or jump suit 69 <input type="checkbox"/> Brush suit 70 <input type="checkbox"/> Exposure suit 71 <input type="checkbox"/> Self-contained underwater breathing apparatus (SCUBA) 72 <input type="checkbox"/> Life preserver 73 <input type="checkbox"/> Life belt or ladder belt 74 <input type="checkbox"/> Personal alert safety system (PASS) 75 <input type="checkbox"/> Radio distress device 76 <input type="checkbox"/> Personal lighting 77 <input type="checkbox"/> Fire shelter or tent 78 <input type="checkbox"/> Vehicle safety belt 79 <input type="checkbox"/> Other </div> <div style="width: 48%; border: 1px solid black; padding: 5px; margin-top: 10px;"> Was the failure of more than one item of protective equipment a factor in the injury? If so, complete an additional page of this form for each piece of failed equipment. </div> </div>	<div style="border-bottom: 1px solid black; padding-bottom: 5px;"> 11 <input type="checkbox"/> Burned 12 <input type="checkbox"/> Melted 21 <input type="checkbox"/> Fractured, cracked or broken 22 <input type="checkbox"/> Punctured 23 <input type="checkbox"/> Scratched 24 <input type="checkbox"/> Knocked off 25 <input type="checkbox"/> Cut or ripped 31 <input type="checkbox"/> Trapped steam or hazardous gas 32 <input type="checkbox"/> Insufficient insulation 33 <input type="checkbox"/> Object fell in or onto equipment item 41 <input type="checkbox"/> Failed under impact 42 <input type="checkbox"/> Face piece or hose detached 43 <input type="checkbox"/> Exhalation valve inoperative or damaged 44 <input type="checkbox"/> Harness detached or separated 45 <input type="checkbox"/> Regulator failed to operate 46 <input type="checkbox"/> Regulator damaged by contact 47 <input type="checkbox"/> Problem with admissions valve 48 <input type="checkbox"/> Alarm failed to operate 49 <input type="checkbox"/> Alarm damaged by contact 51 <input type="checkbox"/> Supply cylinder or valve failed to operate 52 <input type="checkbox"/> Supply cylinder/valve damaged by contact 53 <input type="checkbox"/> Supply cylinder—insufficient air/oxygen 94 <input type="checkbox"/> Did not fit properly 95 <input type="checkbox"/> Not properly serviced or stored prior to use 96 <input type="checkbox"/> Not used for designed purpose 97 <input type="checkbox"/> Not used as recommended by manufacturer 00 <input type="checkbox"/> Other equipment problem </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> K4 Equipment Manufacturer, Model & Serial Number <div style="border-bottom: 1px solid black; width: 100%; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; width: 100%; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; width: 100%;"></div> </div>

NFIRS-5 Revision 0125/09

A		MM DD YYYY Incident Date		Station		Incident Number		Exposure		<input type="checkbox"/> Delete <input type="checkbox"/> Change		NFIRS-6 EMS																																
B		Number of Patients		Patient Number		C		Date/Time		Month Day Year Hour/Mins																																		
Use a separate form for each patient		<input type="checkbox"/> Time Arrived at Patient <input type="checkbox"/> Time of Patient Transfer		Check if same date as alarm date		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>																																		
D Provider Impression/Assessment																																												
Check one box only																																												
<table border="0" style="width: 100%;"> <tr> <td>10 <input type="checkbox"/> Abdominal pain</td> <td>18 <input type="checkbox"/> Chest pain</td> <td>26 <input type="checkbox"/> Hypovolemia</td> <td>34 <input type="checkbox"/> Sexual assault</td> </tr> <tr> <td>11 <input type="checkbox"/> Airway obstruction</td> <td>19 <input type="checkbox"/> Diabetic symptom</td> <td>27 <input type="checkbox"/> Inhalation injury</td> <td>35 <input type="checkbox"/> Sting/bite</td> </tr> <tr> <td>12 <input type="checkbox"/> Allergic reaction</td> <td>20 <input type="checkbox"/> Do not resuscitate</td> <td>28 <input type="checkbox"/> Obvious death</td> <td>36 <input type="checkbox"/> Stroke/CVA</td> </tr> <tr> <td>13 <input type="checkbox"/> Altered LOC</td> <td>21 <input type="checkbox"/> Electroconvulsion</td> <td>29 <input type="checkbox"/> OD/poisoning</td> <td>37 <input type="checkbox"/> Syncope</td> </tr> <tr> <td>14 <input type="checkbox"/> Behavioral/psych</td> <td>22 <input type="checkbox"/> General illness</td> <td>30 <input type="checkbox"/> Pregnancy/OB</td> <td>38 <input type="checkbox"/> Trauma</td> </tr> <tr> <td>15 <input type="checkbox"/> Burns</td> <td>23 <input type="checkbox"/> Hemorrhaging/bleeding</td> <td>31 <input type="checkbox"/> Respiratory arrest</td> <td>00 <input type="checkbox"/> Other</td> </tr> <tr> <td>16 <input type="checkbox"/> Cardiac arrest</td> <td>24 <input type="checkbox"/> Hyperthermia</td> <td>32 <input type="checkbox"/> Respiratory distress</td> <td>NN <input type="checkbox"/> None/no patient or refused treatment</td> </tr> <tr> <td>17 <input type="checkbox"/> Cardiac dysrhythmia</td> <td>25 <input type="checkbox"/> Hypothermia</td> <td>33 <input type="checkbox"/> Seizure</td> <td></td> </tr> </table>													10 <input type="checkbox"/> Abdominal pain	18 <input type="checkbox"/> Chest pain	26 <input type="checkbox"/> Hypovolemia	34 <input type="checkbox"/> Sexual assault	11 <input type="checkbox"/> Airway obstruction	19 <input type="checkbox"/> Diabetic symptom	27 <input type="checkbox"/> Inhalation injury	35 <input type="checkbox"/> Sting/bite	12 <input type="checkbox"/> Allergic reaction	20 <input type="checkbox"/> Do not resuscitate	28 <input type="checkbox"/> Obvious death	36 <input type="checkbox"/> Stroke/CVA	13 <input type="checkbox"/> Altered LOC	21 <input type="checkbox"/> Electroconvulsion	29 <input type="checkbox"/> OD/poisoning	37 <input type="checkbox"/> Syncope	14 <input type="checkbox"/> Behavioral/psych	22 <input type="checkbox"/> General illness	30 <input type="checkbox"/> Pregnancy/OB	38 <input type="checkbox"/> Trauma	15 <input type="checkbox"/> Burns	23 <input type="checkbox"/> Hemorrhaging/bleeding	31 <input type="checkbox"/> Respiratory arrest	00 <input type="checkbox"/> Other	16 <input type="checkbox"/> Cardiac arrest	24 <input type="checkbox"/> Hyperthermia	32 <input type="checkbox"/> Respiratory distress	NN <input type="checkbox"/> None/no patient or refused treatment	17 <input type="checkbox"/> Cardiac dysrhythmia	25 <input type="checkbox"/> Hypothermia	33 <input type="checkbox"/> Seizure	
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17 <input type="checkbox"/> Cardiac dysrhythmia	25 <input type="checkbox"/> Hypothermia	33 <input type="checkbox"/> Seizure																																										
E1 Age or Date of Birth			F1 Race			G1 Human Factors			G2 Other Factors																																			
Age			Check all applicable boxes			If an illness, not an injury, skip G2 and go to H3			Cause of illness/injury																																			
OR			1 <input type="checkbox"/> White 2 <input type="checkbox"/> Black 3 <input type="checkbox"/> Am. Indian/Eskimo 4 <input type="checkbox"/> Asian 0 <input type="checkbox"/> Other, multi-racial U <input type="checkbox"/> Undetermined			1 <input type="checkbox"/> Asleep 2 <input type="checkbox"/> Unconscious 3 <input type="checkbox"/> Possibly impaired by alcohol 4 <input type="checkbox"/> Possibly impaired by drugs 5 <input type="checkbox"/> Possibly mentally disabled 6 <input type="checkbox"/> Physically disabled 7 <input type="checkbox"/> Physically restrained 8 <input type="checkbox"/> Unattended person N <input type="checkbox"/> None			1 <input type="checkbox"/> Accidental 2 <input type="checkbox"/> Self-inflicted 3 <input type="checkbox"/> Inflicted, not self N <input type="checkbox"/> None																																			
E2 Gender			F2 Ethnicity			1 <input type="checkbox"/> Male 2 <input type="checkbox"/> Female			1 <input type="checkbox"/> Hispanic																																			
H1 Body Site of Injury			H2 Injury Type			H3 Cause of Illness/Injury			Cause of illness/injury																																			
List up to five body sites			List one injury type for each body site listed under H1			Cause of illness/injury			Cause of illness/injury																																			
_____ _____ _____ _____ _____			_____ _____ _____ _____ _____			_____ _____ _____ _____ _____			_____ _____ _____ _____ _____																																			
I Procedures Used																																												
Check all applicable boxes																																												
<table border="0" style="width: 100%;"> <tr> <td>01 <input type="checkbox"/> Airway insertion</td> <td>14 <input type="checkbox"/> Intubation (EGTA)</td> </tr> <tr> <td>02 <input type="checkbox"/> Anti-shock trousers</td> <td>15 <input type="checkbox"/> Intubation (ET)</td> </tr> <tr> <td>03 <input type="checkbox"/> Assist ventilation</td> <td>16 <input type="checkbox"/> IO/IV therapy</td> </tr> <tr> <td>04 <input type="checkbox"/> Bleeding control</td> <td>17 <input type="checkbox"/> Medications therapy</td> </tr> <tr> <td>05 <input type="checkbox"/> Burn care</td> <td>18 <input type="checkbox"/> Oxygen therapy</td> </tr> <tr> <td>06 <input type="checkbox"/> Cardiac pacing</td> <td>19 <input type="checkbox"/> OB care/delivery</td> </tr> <tr> <td>07 <input type="checkbox"/> Cardioversion (defib) manual</td> <td>20 <input type="checkbox"/> Prearrival instructions</td> </tr> <tr> <td>08 <input type="checkbox"/> Chest/abdominal thrust</td> <td>21 <input type="checkbox"/> Restrain patient</td> </tr> <tr> <td>09 <input type="checkbox"/> CPR</td> <td>22 <input type="checkbox"/> Spinal immobilization</td> </tr> <tr> <td>10 <input type="checkbox"/> Cricothyroidotomy</td> <td>23 <input type="checkbox"/> Splint extremities</td> </tr> <tr> <td>11 <input type="checkbox"/> Defibrillation by AED</td> <td>24 <input type="checkbox"/> Suction/aspirate</td> </tr> <tr> <td>12 <input type="checkbox"/> EKG monitoring</td> <td>NN <input type="checkbox"/> No Treatment</td> </tr> <tr> <td>13 <input type="checkbox"/> Extrication</td> <td>00 <input type="checkbox"/> Other</td> </tr> </table>													01 <input type="checkbox"/> Airway insertion	14 <input type="checkbox"/> Intubation (EGTA)	02 <input type="checkbox"/> Anti-shock trousers	15 <input type="checkbox"/> Intubation (ET)	03 <input type="checkbox"/> Assist ventilation	16 <input type="checkbox"/> IO/IV therapy	04 <input type="checkbox"/> Bleeding control	17 <input type="checkbox"/> Medications therapy	05 <input type="checkbox"/> Burn care	18 <input type="checkbox"/> Oxygen therapy	06 <input type="checkbox"/> Cardiac pacing	19 <input type="checkbox"/> OB care/delivery	07 <input type="checkbox"/> Cardioversion (defib) manual	20 <input type="checkbox"/> Prearrival instructions	08 <input type="checkbox"/> Chest/abdominal thrust	21 <input type="checkbox"/> Restrain patient	09 <input type="checkbox"/> CPR	22 <input type="checkbox"/> Spinal immobilization	10 <input type="checkbox"/> Cricothyroidotomy	23 <input type="checkbox"/> Splint extremities	11 <input type="checkbox"/> Defibrillation by AED	24 <input type="checkbox"/> Suction/aspirate	12 <input type="checkbox"/> EKG monitoring	NN <input type="checkbox"/> No Treatment	13 <input type="checkbox"/> Extrication	00 <input type="checkbox"/> Other						
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13 <input type="checkbox"/> Extrication	00 <input type="checkbox"/> Other																																											
J Safety Equipment						K Cardiac Arrest																																						
Used or deployed by Patient						Check all applicable boxes																																						
1 <input type="checkbox"/> Safety/seat belts 2 <input type="checkbox"/> Child safety seat 3 <input type="checkbox"/> Airbag 4 <input type="checkbox"/> Helmet 5 <input type="checkbox"/> Protective clothing 6 <input type="checkbox"/> Flotation device N <input type="checkbox"/> None 0 <input type="checkbox"/> Other U <input type="checkbox"/> Undetermined						1 <input type="checkbox"/> Pre-arrival arrest? If pre-arrival arrest, was it? 1 <input type="checkbox"/> Witnessed 2 <input type="checkbox"/> Bystander CPR 2 <input type="checkbox"/> Post-arrival arrest? Initial Arrest Rhythm 1 <input type="checkbox"/> V-Fib/ V-Tach 0 <input type="checkbox"/> Other U <input type="checkbox"/> Undetermined																																						
L1 Initial Level of Provider			L2 Highest Level of Provider On Scene			M Patient Status			N Disposition																																			
1 <input type="checkbox"/> First Responder 2 <input type="checkbox"/> EMT-B (Basic) 3 <input type="checkbox"/> EMT-I (Intermediate) 4 <input type="checkbox"/> EMT-P (Paramedic) 0 <input type="checkbox"/> Other provider N <input type="checkbox"/> No Training			1 <input type="checkbox"/> First Responder 2 <input type="checkbox"/> EMT-B (Basic) 3 <input type="checkbox"/> EMT-I (Intermediate) 4 <input type="checkbox"/> EMT-P (Paramedic) 0 <input type="checkbox"/> Other provider N <input type="checkbox"/> No care provided			1 <input type="checkbox"/> Improved 2 <input type="checkbox"/> Remained same 3 <input type="checkbox"/> Worsened Check if: 1 <input type="checkbox"/> Pulse on Transfer			1 <input type="checkbox"/> FD transport to ECF 2 <input type="checkbox"/> Non-FD transport 3 <input type="checkbox"/> Non-FD trans/FD attend 4 <input type="checkbox"/> Non-emergency transfer 0 <input type="checkbox"/> Other N <input type="checkbox"/> Not transported																																			

MATH 1B, Revision 2012-03

A <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="text-align: center;"> <div style="border-bottom: 1px solid black; width: 40px; margin: 0 auto;"></div> <small>FDID</small> </div> <div style="text-align: center;"> <div style="border-bottom: 1px solid black; width: 40px; margin: 0 auto;"></div> <small>State</small> </div> <div style="text-align: center;"> <div style="display: flex; justify-content: space-around; width: 100px;"> <div style="border-bottom: 1px solid black; width: 20px;"></div> <div style="border-bottom: 1px solid black; width: 20px;"></div> </div> <small>MM DD</small> </div> <div style="text-align: center;"> <div style="border-bottom: 1px solid black; width: 60px; margin: 0 auto;"></div> <small>YYYY</small> </div> <div style="text-align: center;"> <div style="border-bottom: 1px solid black; width: 60px; margin: 0 auto;"></div> <small>Station</small> </div> <div style="text-align: center;"> <div style="border-bottom: 1px solid black; width: 60px; margin: 0 auto;"></div> <small>Incident Number</small> </div> <div style="text-align: center;"> <div style="border-bottom: 1px solid black; width: 60px; margin: 0 auto;"></div> <small>Exposure</small> </div> <div style="text-align: right;"> <input type="checkbox"/> Delete <input type="checkbox"/> Change </div> </div> <div style="text-align: right; padding-right: 10px;"> NFIRS - 9 Apparatus or Resources </div>									
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More apparatus? Use additional sheets.

 NN None
 UU Undetermined

NFIRS-9 Revision 1/17/05

A	PND <input type="text"/> <input type="text"/> <input type="text"/>	State <input type="text"/>	Incident Date <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Station <input type="text"/>	Incident Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Exposure <input type="text"/>	<input type="checkbox"/> Delete <input type="checkbox"/> Change	NFIRS - 10 Personnel
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B	Apparatus or Resource <input type="checkbox"/>	Dates and Times <input type="checkbox"/> Check if same date as alarm date Month <input type="text"/> Day <input type="text"/> Year <input type="text"/> <input type="text"/> Hours/Min <input type="text"/> <input type="text"/>	Sent <input checked="" type="checkbox"/>	Number of People <input type="text"/>	Use <input type="checkbox"/> Check ONE box for each apparatus to indicate its main use at the incident. <input type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	Actions Taken List up to 4 actions for each apparatus and each personnel. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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1	ID <input type="text"/> Type <input type="text"/>	Dispatch <input type="checkbox"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Arrival <input type="checkbox"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Clear <input type="checkbox"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Sent <input type="checkbox"/>	Number of People <input type="text"/> #	<input type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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Personnel ID <input type="checkbox"/>	Name	Rank or Grade	Attend <input checked="" type="checkbox"/>	Action Taken	Action Taken	Action Taken	Action Taken
<input type="text"/>			<input type="checkbox"/>				
<input type="text"/>			<input type="checkbox"/>				
<input type="text"/>			<input type="checkbox"/>				
<input type="text"/>			<input type="checkbox"/>				
<input type="text"/>			<input type="checkbox"/>				
<input type="text"/>			<input type="checkbox"/>				

2	ID <input type="text"/> Type <input type="text"/>	Dispatch <input type="checkbox"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Arrival <input type="checkbox"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Clear <input type="checkbox"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Sent <input type="checkbox"/>	Number of People <input type="text"/> #	<input type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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Personnel ID <input type="checkbox"/>	Name	Rank or Grade	Attend <input checked="" type="checkbox"/>	Action Taken	Action Taken	Action Taken	Action Taken
<input type="text"/>			<input type="checkbox"/>				
<input type="text"/>			<input type="checkbox"/>				
<input type="text"/>			<input type="checkbox"/>				
<input type="text"/>			<input type="checkbox"/>				
<input type="text"/>			<input type="checkbox"/>				
<input type="text"/>			<input type="checkbox"/>				

3	ID <input type="text"/> Type <input type="text"/>	Dispatch <input type="checkbox"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Arrival <input type="checkbox"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Clear <input type="checkbox"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Sent <input type="checkbox"/>	Number of People <input type="text"/> #	<input type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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Personnel ID <input type="checkbox"/>	Name	Rank or Grade	Attend <input checked="" type="checkbox"/>	Action Taken	Action Taken	Action Taken	Action Taken
<input type="text"/>			<input type="checkbox"/>				
<input type="text"/>			<input type="checkbox"/>				
<input type="text"/>			<input type="checkbox"/>				
<input type="text"/>			<input type="checkbox"/>				
<input type="text"/>			<input type="checkbox"/>				
<input type="text"/>			<input type="checkbox"/>				

A PDID <input type="text"/> State <input type="text"/> Incident Date <input type="text"/> Station <input type="text"/> Incident Number <input type="text"/> Exposure <input type="text"/> <div style="float: right;"> <input type="checkbox"/> Delete <input type="checkbox"/> Change </div>																																																	
B Agency Referred To <input type="checkbox"/> None																																																	
<div style="display: flex; justify-content: space-between;"> <div> Street Address <input type="text"/> Agency Name <input type="text"/> City <input type="text"/> State <input type="text"/> Zip Code <input type="text"/> </div> <div> Their Case Number <input type="text"/> Their CFI <input type="text"/> Their Federal Identifier (PID) <input type="text"/> Their PID <input type="text"/> </div> </div>																																																	
C Case Status 1 <input type="checkbox"/> Investigation open 2 <input type="checkbox"/> Investigation closed 3 <input type="checkbox"/> Investigation inactive 4 <input type="checkbox"/> Closed with arrest 5 <input type="checkbox"/> Closed with exceptional clearance	D Availability of Material First Ignited 1 <input type="checkbox"/> Transported to scene 2 <input type="checkbox"/> Available at scene U <input type="checkbox"/> Unknown																																																
E Suspected Motivation Factors <small>Check up to three factors</small> <table style="width: 100%; border: none;"> <tr> <td>11 <input type="checkbox"/> Extortion</td> <td>22 <input type="checkbox"/> Hate crime</td> <td>42 <input type="checkbox"/> Vanity/recognition</td> <td>54 <input type="checkbox"/> Burglary</td> </tr> <tr> <td>12 <input type="checkbox"/> Labor unrest</td> <td>23 <input type="checkbox"/> Institutional</td> <td>43 <input type="checkbox"/> Thrills</td> <td>61 <input type="checkbox"/> Homicide concealment</td> </tr> <tr> <td>13 <input type="checkbox"/> Insurance fraud</td> <td>24 <input type="checkbox"/> Societal</td> <td>44 <input type="checkbox"/> Attention/sympathy</td> <td>62 <input type="checkbox"/> Burglary concealment</td> </tr> <tr> <td>14 <input type="checkbox"/> Intimidation</td> <td>31 <input type="checkbox"/> Protest</td> <td>45 <input type="checkbox"/> Sexual excitement</td> <td>63 <input type="checkbox"/> Auto theft concealment</td> </tr> <tr> <td>15 <input type="checkbox"/> Void contract/lease</td> <td>32 <input type="checkbox"/> Civil unrest</td> <td>51 <input type="checkbox"/> Homicide</td> <td>64 <input type="checkbox"/> Destroy records/evidence</td> </tr> <tr> <td>21 <input type="checkbox"/> Personal</td> <td>41 <input type="checkbox"/> Fireplay/curiosity</td> <td>52 <input type="checkbox"/> Suicide</td> <td>00 <input type="checkbox"/> Other motivation</td> </tr> <tr> <td></td> <td></td> <td>53 <input type="checkbox"/> Domestic violence</td> <td>UU <input type="checkbox"/> Unknown motivation</td> </tr> </table>		11 <input type="checkbox"/> Extortion	22 <input type="checkbox"/> Hate crime	42 <input type="checkbox"/> Vanity/recognition	54 <input type="checkbox"/> Burglary	12 <input type="checkbox"/> Labor unrest	23 <input type="checkbox"/> Institutional	43 <input type="checkbox"/> Thrills	61 <input type="checkbox"/> Homicide concealment	13 <input type="checkbox"/> Insurance fraud	24 <input type="checkbox"/> Societal	44 <input type="checkbox"/> Attention/sympathy	62 <input type="checkbox"/> Burglary concealment	14 <input type="checkbox"/> Intimidation	31 <input type="checkbox"/> Protest	45 <input type="checkbox"/> Sexual excitement	63 <input type="checkbox"/> Auto theft concealment	15 <input type="checkbox"/> Void contract/lease	32 <input type="checkbox"/> Civil unrest	51 <input type="checkbox"/> Homicide	64 <input type="checkbox"/> Destroy records/evidence	21 <input type="checkbox"/> Personal	41 <input type="checkbox"/> Fireplay/curiosity	52 <input type="checkbox"/> Suicide	00 <input type="checkbox"/> Other motivation			53 <input type="checkbox"/> Domestic violence	UU <input type="checkbox"/> Unknown motivation																				
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F Apparent Group Involvement <small>Check up to three factors</small> 1 <input type="checkbox"/> Terrorist group 2 <input type="checkbox"/> Gang 3 <input type="checkbox"/> Anti-government group 4 <input type="checkbox"/> Outlaw motorcycle organization 5 <input type="checkbox"/> Organized crime 6 <input type="checkbox"/> Racial/ethnic hate group 7 <input type="checkbox"/> Religious hate group 8 <input type="checkbox"/> Sexual preference hate group 0 <input type="checkbox"/> Other group N <input type="checkbox"/> No group involvement, acted alone U <input type="checkbox"/> Unknown	H Incendiary Devices <small>Select one from each category</small> <table style="width: 100%; border: none;"> <tr> <td colspan="2">CONTAINER</td> <td>NN <input type="checkbox"/> None</td> </tr> <tr> <td>11 <input type="checkbox"/> Bottle (glass)</td> <td>14 <input type="checkbox"/> Pressurized Container</td> <td>17 <input type="checkbox"/> Box</td> </tr> <tr> <td>12 <input type="checkbox"/> Bottle (plastic)</td> <td>15 <input type="checkbox"/> Can</td> <td>00 <input type="checkbox"/> Other Container</td> </tr> <tr> <td>13 <input type="checkbox"/> Jug</td> <td>16 <input type="checkbox"/> Gasoline or fuel can</td> <td>UU <input type="checkbox"/> Unknown</td> </tr> <tr> <td colspan="2">IGNITION/DELAY DEVICE</td> <td>NN <input type="checkbox"/> None</td> </tr> <tr> <td>11 <input type="checkbox"/> Wick or Fuse</td> <td>17 <input type="checkbox"/> Road flare/fuse</td> <td></td> </tr> <tr> <td>12 <input type="checkbox"/> Candle</td> <td>18 <input type="checkbox"/> Chemical Component</td> <td></td> </tr> <tr> <td>13 <input type="checkbox"/> Cigarette & Matchbook</td> <td>19 <input type="checkbox"/> Trailer/Streamer</td> <td></td> </tr> <tr> <td>14 <input type="checkbox"/> Electronic Component</td> <td>20 <input type="checkbox"/> Open flame source</td> <td></td> </tr> <tr> <td>15 <input type="checkbox"/> Mechanical Device</td> <td>00 <input type="checkbox"/> Other delay device</td> <td></td> </tr> <tr> <td>16 <input type="checkbox"/> Remote Control</td> <td>UU <input type="checkbox"/> Unknown</td> <td></td> </tr> <tr> <td colspan="2">FUEL</td> <td>NN <input type="checkbox"/> None</td> </tr> <tr> <td>11 <input type="checkbox"/> Ordinary Combustibles</td> <td>16 <input type="checkbox"/> Pyrotechnic material</td> <td></td> </tr> <tr> <td>12 <input type="checkbox"/> Flammable gas</td> <td>17 <input type="checkbox"/> Explosive material</td> <td></td> </tr> <tr> <td>14 <input type="checkbox"/> Ignitable liquid</td> <td>00 <input type="checkbox"/> Other material</td> <td></td> </tr> <tr> <td>15 <input type="checkbox"/> Ignitable solid</td> <td>UU <input type="checkbox"/> Unknown</td> <td></td> </tr> </table>	CONTAINER		NN <input type="checkbox"/> None	11 <input type="checkbox"/> Bottle (glass)	14 <input type="checkbox"/> Pressurized Container	17 <input type="checkbox"/> Box	12 <input type="checkbox"/> Bottle (plastic)	15 <input type="checkbox"/> Can	00 <input type="checkbox"/> Other Container	13 <input type="checkbox"/> Jug	16 <input type="checkbox"/> Gasoline or fuel can	UU <input type="checkbox"/> Unknown	IGNITION/DELAY DEVICE		NN <input type="checkbox"/> None	11 <input type="checkbox"/> Wick or Fuse	17 <input type="checkbox"/> Road flare/fuse		12 <input type="checkbox"/> Candle	18 <input type="checkbox"/> Chemical Component		13 <input type="checkbox"/> Cigarette & Matchbook	19 <input type="checkbox"/> Trailer/Streamer		14 <input type="checkbox"/> Electronic Component	20 <input type="checkbox"/> Open flame source		15 <input type="checkbox"/> Mechanical Device	00 <input type="checkbox"/> Other delay device		16 <input type="checkbox"/> Remote Control	UU <input type="checkbox"/> Unknown		FUEL		NN <input type="checkbox"/> None	11 <input type="checkbox"/> Ordinary Combustibles	16 <input type="checkbox"/> Pyrotechnic material		12 <input type="checkbox"/> Flammable gas	17 <input type="checkbox"/> Explosive material		14 <input type="checkbox"/> Ignitable liquid	00 <input type="checkbox"/> Other material		15 <input type="checkbox"/> Ignitable solid	UU <input type="checkbox"/> Unknown	
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G1 Entry Method <input type="text"/>	G2 Extent of Fire Involvement on Arrival <input type="text"/>																																																
I Other Investigative Information <small>Check all that apply</small> 1 <input type="checkbox"/> Code violations 2 <input type="checkbox"/> Structure for sale 3 <input type="checkbox"/> Structure vacant 4 <input type="checkbox"/> Other crimes involved 5 <input type="checkbox"/> Illicit drug activity 6 <input type="checkbox"/> Change in insurance 7 <input type="checkbox"/> Financial problem 8 <input type="checkbox"/> Criminal/Civil actions pending	J Property Ownership 1 <input type="checkbox"/> Private 2 <input type="checkbox"/> City, town, village, local 3 <input type="checkbox"/> County or parish 4 <input type="checkbox"/> State or province 5 <input type="checkbox"/> Federal 6 <input type="checkbox"/> Foreign 7 <input type="checkbox"/> Military 0 <input type="checkbox"/> Other																																																
K Initial Observations <small>Check all that apply</small> 1 <input type="checkbox"/> Windows ajar 2 <input type="checkbox"/> Doors ajar 3 <input type="checkbox"/> Doors locked 4 <input type="checkbox"/> Doors unlocked 5 <input type="checkbox"/> Fire department forced entry 6 <input type="checkbox"/> Forced entry prior to FD arrival 7 <input type="checkbox"/> Security system activated 8 <input type="checkbox"/> Security present, (didn't activate)																																																	
L Laboratory Used <small>Check all that apply</small> 1 <input type="checkbox"/> Local 2 <input type="checkbox"/> State 3 <input type="checkbox"/> ATF 4 <input type="checkbox"/> FBI 5 <input type="checkbox"/> Other 6 <input type="checkbox"/> Private N <input type="checkbox"/> None																																																	

NFIRS-11 Revision 1/17/08

K	FDID <input type="text"/>	State <input type="text"/>	Incident Date MM <input type="text"/> DD <input type="text"/> YYYY <input type="text"/>	Station <input type="text"/>	Incident Number <input type="text"/>	Exposure <input type="text"/>	<input type="checkbox"/> Delete <input type="checkbox"/> Change	NFIRS - 1S Supplemental
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K1 Person/Entity Involved

Local Option ☐ Business name if applicable Phone Number

☐ Check this box if same address as incident location. Then skip these three duplicate address lines.

Mr., Ms., Mrs. First Name MI Last Name Suffix

Number Prefix Street or highway Street Type Suffix

Post office box Apt./Suite/Floor City

State Zip Code

K2 Person/Entity Involved

Business name if applicable Phone Number

☐ Check this box if same address as incident location. Then skip these three duplicate address lines.

Mr., Ms., Mrs. First Name MI Last Name Suffix

Number Prefix Street or highway Street Type Suffix

Post office box number Apt./Suite/Floor City

State Zip Code

K3 Person/Entity Involved

Business name if applicable Phone Number

☐ Check this box if same address as incident location. Then skip these three duplicate address lines.

Mr., Ms., Mrs. First Name MI Last Name Suffix

Number Prefix Street or highway Street Type Suffix

Post office box number Apt./Suite/Floor City

State Zip Code

K4 Person/Entity Involved

Business name if applicable Phone Number

☐ Check this box if same address as incident location. Then skip these three duplicate address lines.

Mr., Ms., Mrs. First Name MI Last Name Suffix

Number Prefix Street or highway Street Type Suffix

Post office box Apt./Suite/Floor City

State Zip Code

K5 Person/Entity Involved

Business name if applicable Phone Number

☐ Check this box if same address as incident location. Then skip these three duplicate address lines.

Mr., Ms., Mrs. First Name MI Last Name Suffix

Number Prefix Street or highway Street Type Suffix

Post office box number Apt./Suite/Floor City

State Zip Code

NFIRS-11 Revision 5/2/05

